



# Section 514 Farm Labor Housing Application Package



## Rural Development

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Thank you for your interest in USDA Rural Development's On Farm Labor Housing Program.

USDA Rural Development provides very-low interest loans to eligible borrowers to develop affordable rental housing for very-low to moderate income domestic, migrant, and seasonal farm laborers. Borrowers must not otherwise be able to obtain commercial credit terms that allow them to provide qualifying housing. The loan term is up to 33 years and there is no loan minimum with an interest rate at 1% per annum. Funding availability will be on first come, first serve basis.

Eligible borrowers are:

- Individual farm owners
- Family farm partnerships
- Family farm corporations
- Association of farmers

Eligible uses are:

- Loans for New Construction (including Acquisition & Rehabilitation)
- Subsequent Loans to Existing On-Farm Assets for Repair, Rehabilitation, and Preservation

Eligible tenants:

- Must be employees of the owner and domestic farm laborers, individuals who earn a substantial portion of their income from farm labor, retired domestic farm laborers, or disabled farm laborers. The families of eligible tenants also are eligible if they are not related to the owner.
- Occupants must be U.S. citizens, or reside in the United States, Puerto Rico, or the Virgin Islands after being legally admitted for permanent residence, or a person legally admitted to the United States and authorized to work in agriculture.

Before completing an application, please contact the Processing and Report Review Branch at [MFHprocessing1@usda.gov](mailto:MFHprocessing1@usda.gov) (Northeast and Midwest inquiries) or [MFHprocessing2@usda.gov](mailto:MFHprocessing2@usda.gov) (South and West inquiries) for a consultation call regarding your future project.

### Submitting Your Application

This application package is to be used as a guide for the requirements listed under [7 CFR Subpart M](#) and a resource for completing and submitting application documents and forms. On page 5 of this application package, you will find the instructions on how to submit your application. Once the application is submitted, Rural Development reserves the right to request further documentation if needed.



## LABOR HOUSING CHECKLIST

### APPLICATION SUBMISSION

All documents are provided within the application. To find the original documents, visit the eforms [website](#).

1.  **SF 424**, Application for Federal Assistance Information to be submitted for LH Loans
2.  **SF 424-C**, Budget Information-Construction Programs (If applicable, for new construction)
3.  **SF 424-D**, Assurance-Construction Programs (If applicable, for new construction)
4.  Appraisal Report
5.  Survey

[Per 7 CFR 3560 Subpart M:](#)

§3560.610

b) When feasible, the on-farm labor housing will be located on a tract of land that is surveyed such that, for security purposes, it is considered separate and distinct from the farm. The security for the loan must include a lien on the tract of land where the on-farm labor housing is located and the security must have adequate value to protect the Federal government's interest. The Agency will seek a first or parity lien position on Agency-financed property in all instances, however, the Agency may accept a junior lien position if the Federal government's interests are adequately secured.

6.  Preliminary Building Plans and Specifications
  - Plot Plan
  - Site Plan with Contour Lines
  - Floor Plan for each living type, unit type and other spaces (laundry, community rooms, etc.)
7.  **RD Form 1924-2**, "Description of Materials"



8.  **RD Form 1924-25**, “Plan Certification”
9.  **RD Form 3560-7A**, “On Farm LH Budget”
10.  RD Form 1924-13, “Estimate and Certificate of Actual Cost” (If applicable, for new construction)
11.  Contractors Bid  
Refer to [7 CFR 1924 Subpart A](#) for contracting and construction guidance.
12.  Labor Housing Management Plan
13.  Unable to Obtain Credit Elsewhere
14.  **RD Form 1910-11** “Applicant Certification, Federal Collection Policies For Consumer or Commercial Debts”
15.  **RD Form 400-1**, “Equal Opportunity Agreement”
16.  **RD Form 400-4**, “Assurance Agreement”
17.  **RD Form 400-6**, “Compliance Statement”
18.  Organization Documents if Partnership or Corporation
  - Partnership Agreement
  - Articles of Incorporation
  - Certificate of Good Standing
  - Family Relationship of Stockholders, Partners, etc
19.  **RD Form 3550-1** “Statement Required by the Privacy Act”
20.  **RD Form 1910-5** “Request for Verification of Employment”



21.  Evidence of Site control

Deed or title if property owned, purchase and sales agreement if purchasing land.

22.  Financial Statement, Cash Flow Statement (in and out flows), Debt Statement

Five year yield history

Five year tax returns

Include the following Certification:

*I/we certify the financial statement is true and accurate reflection of our financial conditions as of the date stated here. This statement is given for the purpose of inducing the United States of America to make a loan or determination of continued eligibility of the applicant for a loan as requested in the loan application of which this statement is a part.*

23.  **RD Form 410-7**, "Notification to Applicant On Use Of Financial Information From financial Institution"

24.  Credit Report Fee (\$24.00, electronic payment) for Commercial & Business Report.

A credit report will be requested through the Processing and Report Review Branch. A request will need to be submitted to [MFHprocessing1@usda.gov](mailto:MFHprocessing1@usda.gov) or [MFHprocessing2@usda.gov](mailto:MFHprocessing2@usda.gov)

25.  Environmental documentation as determined by the Agency after consultation call.



## When you are ready to submit your Application, please take the following steps:

1. Email [MFHprocessing1@usda.gov](mailto:MFHprocessing1@usda.gov) or [MFHprocessing2@usda.gov](mailto:MFHprocessing2@usda.gov), as applicable, to request Processing to create a shared folder in CloudVault.

**MFHProcessing1:** Connecticut, Delaware, Illinois, Indiana, Iowa; Kansas, Maryland, Maine, Massachusetts, Michigan, Minnesota, Missouri, Nebraska, New Hampshire, North Dakota, Ohio, Rhode Island, New Jersey, New York, Pennsylvania, South Dakota, Vermont, Virginia, West Virginia and Wisconsin.

**MFHProcessing2:** Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Virgin Islands, Georgia, Hawaii, Idaho, Kentucky, Louisiana, Mississippi, Montana, Nevada, New Mexico, North Carolina, Oklahoma, Oregon, Puerto Rico, South Carolina, Tennessee, Texas, Utah, Washington and Wyoming.

### The email must contain the following information:

- Subject line: Type of Application Submission. [On-Farm Labor Housing]
- Body of email: Borrower Name, Project Name, Borrower Contact Information, Project State.
- Request language: "Please create a shared CloudVault folder so that we may submit our application documents."

2. Once the email request to create a shared CloudVault folder has been received, a shared folder will be created within 2 business days. When the shared CloudVault folder is created, the system will automatically send an email to the applicant's submission email address with a link to the shared folder.

If an email was not received, please check your spam folder. If you still find the email was not received please send an email to the email box used for the original request to request the link be re-sent.

3. The applicant will upload all required documents for the applicable application. The applicant must also upload a Table of Contents of all the documents that have been uploaded to the shared CloudVault folder.

4. Once all required documents for the applicable application have been uploaded to the CloudVault shared folder, the applicant will email [MFHprocessing1@usda.gov](mailto:MFHprocessing1@usda.gov) or [MFHprocessing2@usda.gov](mailto:MFHprocessing2@usda.gov), as applicable.

### The email must contain the following information:

- Subject line: Type of Application Submission. [On Farm Labor Housing]
- Body of email: Borrower Name, Project Name, Borrower Contact Information, Project State.
- Request language: "We have completed our upload to the shared CloudVault folder of all required documents for our pre-application and it is ready for review."

All requirements for the 514 On-Farm Labor Housing Program can be found under [7 CFR Subpart M](#).

### Application for Federal Assistance SF-424

**\* 1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

**\* 2. Type of Application:**

- New
- Continuation
- Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify):

\* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\* a. Legal Name:

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

\* c. UEI:

**d. Address:**

\* Street1:

Street2:

\* City:

County/Parish:

\* State:

Province:

\* Country:

\* Zip / Postal Code:

**e. Organizational Unit:**

Department Name:

Division Name:

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix:

\* First Name:

Middle Name:

\* Last Name:

Suffix:

Title:

Organizational Affiliation:

\* Telephone Number:

Fax Number:

\* Email:

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

**11. Catalog of Federal Domestic Assistance Number:**

CFDA Title:

**\* 12. Funding Opportunity Number:**

\* Title:

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

**\* 15. Descriptive Title of Applicant's Project:**

Attach supporting documents as specified in agency instructions.



**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

- \* a. Federal
- \* b. Applicant
- \* c. State
- \* d. Local
- \* e. Other
- \* f. Program Income
- \* g. TOTAL

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on .
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes  No

If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

**\*\* I AGREE**

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:

SF-424 Form (4040-0004)

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 4040-0004. The time required to complete this information collection is estimated to average 1.1 hours per response, including the time to review instructions, search existing data resources, gather the data needed and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Health & Human Services, OS/OCIO/PRA, 200 Independence Ave., S.W., Suite 537-H, Washington D.C. 20201, Attention: PRA Reports Clearance Officer.

Agency	Total Reponses in Hours	Average Burden in Hours	Total Burden in Hours
DOC	17327	30/60	8664
DOE	9850	60/60	9850
ED	1235	60/60	10235
EPA	9098	4	36392
HHS	11690	4.386	51275
SSA	2000	20/60	667
USAID	400	15/60	100
USDA	253563	60/60	253563
DOI	22012	27/60	10010
DOD	206	60/60	206
DOL	2620	30/60	1310
DOJ	17900	30/60	8950
DHS	223	60/60	223
Total	357124		391445

391445 total hrs. / 357124 = 1.1 hours per response

## Grants.gov Form Instructions

Form Identifiers	Information
Agency Owner	Grants.gov
Form Name	Application for Federal Assistance (SF-424) V4.0
OMB Number	4040-0004
OMB Expiration Date	11/30/2025

### Form Field Instructions

Field Number	Field Name	Required or Optional	Information
1.	Type of Submission:	Required	<p>Select one type of submission in accordance with agency instructions.</p> <ul style="list-style-type: none"> <li>• Pre-application</li> <li>• Application</li> <li>• Changed/Corrected Application - Check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this form to submit changes after the closing date.</li> </ul>

Field Number	Field Name	Required or Optional	Information
2.	Type of Application	Required	<p>Select one type of application in accordance with agency instructions.</p> <ul style="list-style-type: none"> <li>• New - An application that is being submitted to an agency for the first time.</li> <li>• Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.</li> <li>• Revision - Any change in the federal government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected.</li> </ul> <p style="margin-left: 40px;">A: Increase Award  B: Decrease Award  C: Increase Duration  D: Decrease Duration  E: Other (specify)  AC: Increase Award, Increase Duration  AD: Increase Award, Decrease Duration  BC: Decrease Award, Increase Duration  BD: Decrease Award, Decrease Duration</p>
3.	Date Received:	Required	<p>Enter date if form is submitted through other means as instructed by the Federal agency. The date received is completed electronically if submitted via Grants.gov.</p>
4.	Applicant Identifier:		<p>Enter the entity identifier assigned by the Federal agency, if any, or the applicant's control number if applicable.</p>
5a.	Federal Entity Identifier:		<p>Enter the number assigned to your organization by the federal agency, if any.</p>

Field Number	Field Name	Required or Optional	Information
5b.	Federal Award Identifier:		For new applications, leave blank. For a continuation or revision to an existing award, enter the previously assigned federal award identifier number. If a changed/corrected application, enter the federal identifier in accordance with agency instructions.
6.	Date Received by State:		Leave this field blank. This date will be assigned by the state, if applicable
7.	State Application Identifier:		Leave this field blank. This identifier will be assigned by the state, if applicable.
8.	Applicant Information:		Enter the following in accordance with agency instructions.
	a. Legal Name:	Required	Enter the legal name of the applicant that will undertake the assistance activity. This is the organization that has registered with the System for Award Management (SAM). Information on registering with SAM may be obtained by visiting <a href="http://SAM.gov">SAM.gov</a> .
	b. Employer/Taxpayer Number (EIN/TIN):	Required	Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.
	c. UEI:	Required	Enter the organization's UEI received from SAM. The UEI is a unique 12 character organization identifier. Information on registering with System for Award Management ( <a href="http://SAM.gov">SAM.gov</a> ) may be obtained by visiting the <a href="http://Grants.gov">Grants.gov</a> website.
	d. Address:	Required	Enter address: Street 1 (required); City (required); County/Parish, State (required if country is US); Province; Country (required); 9-digit ZIP/Postal Code (required if country is US). If +4 does not exist for the address, enter "0000".
	e. Organizational Unit		Enter the name of the primary organizational unit, department, or division that will undertake the assistance activity.

Field Number	Field Name	Required or Optional	Information
	f. Name and contact information of person to be contacted on matters involving this application	Required	Enter the first and last name (required); prefix, middle name, suffix, and title. Enter organizational affiliation if affiliated with an organization other than that in 7.a. Telephone number and email (required); fax number.

Field Number	Field Name	Required or Optional	Information
9.	Type of Applicant: Select Applicant Type	Required	<p>Select a minimum of one applicant type or select up to three applicant types in accordance with agency instructions. If “Other” is selected, then specify Other Type of Applicant in text box.</p> <p>A: State Government  B: County Government  C: City or Township Government  D: Special District Government  E: Regional Organization  F: U.S. Territory or Possession  G: Independent School District  H: Public/State Controlled Institution of Higher Education  I: Indian/Native American Tribal Government (Federally Recognized)  J: Indian/Native American Tribal Government (Other than Federally Recognized)  K: Indian/Native American Tribally Designated Organization  L: Public/Indian Housing Authority  M: Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)  N: Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)  O: Private Institution of Higher Education  P: Individual  Q: For-Profit Organization (Other than Small Business)  R: Small Business  S: Hispanic-serving Institution  T: Historically Black Colleges and Universities (HBCUs)  U: Tribally Controlled Colleges and Universities (TCCUs)  V: Alaska Native and Native Hawaiian Serving Institutions  W: Non-domestic (non-US) Entity  X: Other (specify)</p>
10.	Name of Federal Agency:	Required	Enter the name of the federal agency from which assistance is being requested with this application. This information is pre-populated if submitting through Grants.gov.

<b>Field Number</b>	<b>Field Name</b>	<b>Required or Optional</b>	<b>Information</b>
11.	Catalog Of Federal Domestic Assistance Number/Title	Required	Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable. This information is pre-populated if using Grants.gov.
12.	Funding Opportunity Number/Title	Required	Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested as found in the program announcement. This information is pre-populated if using Grants.gov.
13.	Competition Identification Number/Title:		Enter the competition identification number and title of the competition under which assistance is requested, if applicable. These fields are pre-populated by Grants.gov if provided by the federal agency.
14.	Areas Affected By Project:		This data element is intended for use only by programs for which the area(s) affected are likely to be different from the place(s) of performance reported on the SF-424 Application for Federal Assistance Form. Add attachment to enter additional areas, if needed.
15.	Descriptive Title of Applicant's Project:	Required	Enter a brief descriptive title of the project. Supporting documents may be attached if specified in agency instructions.



Field Number	Field Name	Required or Optional	Information
16.	Congressional Districts	Required	16a. Enter the applicant’s congressional district. 16b. Enter the primary district affected by the program or project. Enter in the following format: 2 character state abbreviation – 3 characters district number, e.g., CA-005 for California 5 <sup>th</sup> district, CA-012 for California 12 <sup>th</sup> district, NC-103 for North Carolina’s 103 <sup>rd</sup> district. If all congressional districts in a state are affected, enter “all” for the district number, e.g., MD-all for all congressional districts in Maryland. If nationwide, i.e., all districts within all states are affected, enter US-all. If the program/project is outside the US, enter 00.000. This optional data element is intended for use only by programs for which the area(s) affected are likely to be different than place(s) of performance reported on the SF-424 Application for Federal Assistance Form. Attach an additional list of program/project congressional districts, if needed.
17.	Proposed Project Start and End Dates:	Required	Enter the proposed start date and end date of the project.
18.	Estimated Funding:	Required	Enter the amount requested, or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable.
19.	Is Application Subject to Review by State Under Executive Order	Required	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If “A.” is selected, enter the date the application was submitted to the State.

Field Number	Field Name	Required or Optional	Information
20.	Is the Applicant Delinquent on any Federal Debt?	Required	Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of federal debt include; but may not be limited to: delinquent audit disallowances, loans, and taxes. If yes, include an explanation in an attachment.
21.	Authorized Representative:	Required	To be signed and dated by the authorized representative of the applicant organization. Enter the first and last name (required); prefix, middle name, and suffix. Enter title, telephone number, fax number, and email. Fax number is not required. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.) If the application is submitted via Grants.gov, the signature of the authorized representative and the date signed are completed upon submission.

### BUDGET INFORMATION - Construction Programs

*NOTE: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case, you will be notified.*

COST CLASSIFICATION	a. Total Cost	b. Costs Not Allowable for Participation	c. Total Allowable Costs (Columns a-b)
1. Administrative and legal expenses	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
2. Land, structures, rights-of-way, appraisals, etc.	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
3. Relocation expenses and payments	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
4. Architectural and engineering fees	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
5. Other architectural and engineering fees	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
6. Project inspection fees	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
7. Site work	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
8. Demolition and removal	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
9. Construction	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
10. Equipment	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
11. Miscellaneous	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
12. SUBTOTAL <i>(sum of lines 1-11)</i>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
13. Contingencies	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
14. SUBTOTAL	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
15. Project (program) income	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
16. TOTAL PROJECT COSTS <i>(subtract #15 from #14)</i>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
<b>FEDERAL FUNDING</b>			
17. Federal assistance requested, calculate as follows: (Consult Federal agency for Federal percentage share.) Enter eligible costs from line 16c Multiply X <input style="width: 40px;" type="text"/> % Enter the resulting Federal share.			\$ <input style="width: 80%;" type="text"/>

SF-424C Budget Information – Construction Programs Form (4040-0008)

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 4040-0008. The time required to complete this information collection is estimated to average 2 hours per response, including the time to review instructions, search existing data resources, gather the data needed and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Health & Human Services, OS/OCIO/PRA, 200 Independence Ave., S.W., Suite 537-H, Washington D.C. 20201, Attention: PRA Reports Clearance Officer.

Agency	Total Reponses in Hours	Average Burden in Hours	Total Burden in Hours
VA	179	15/60	45
DOI	1274	49/60	1046
USDA	934	3	2802
DOC	567	15/60	142
DOT	1650	3	4950
DHS	73	4	292
Total	4677		9277

9277 total hrs. / 4677 total responses – 2 hours per response

## Grants.gov Form Instructions

Form Identifiers	Information
Agency Owner	Grants.gov
Form Name	Budget Information for Construction Programs (SF-424C) V2.0
OMB Number	4040-0008
OMB Expiration Date	02/28/2025

## Form Field Instructions

Field Item	Field Name	Required or Optional	Information
1.	Administration and legal expenses	Optional	<p>a. Total Cost of Administrative and legal expenses. This may include administrative expenses, attorney's fees, court costs, and/or other related expenses, directly associated with the allowable activity. Costs incurred related, but not limited to, criminal and civil proceedings, claims, appeals, and other infringements are unallowable. For more information regarding allowability, please see grantor agency regulations (e.g., 2 CFR 200.435; 45 CFR 75.435).</p> <p>b. Costs Not Allowable for Participation in Administration and Legal Expenses.</p> <p>c. Total Allowable Costs (Columns a-b). Calculated automatically if submitted via Grants.gov.</p>
2.	Land, structures, rights-of-way, appraisals, etc.	Optional	<p>a. Total Cost of Land, structures, rights- of-way, appraisals, etc.</p> <p>b. Costs Not Allowable for Participation in Land, structures, rights-of-way, appraisals, etc.</p> <p>c. Total Allowable Costs (Columns a-b). Calculated automatically if submitted via Grants.gov</p>
3.	Relocation expenses and payments	Optional	<p>a. Total Cost of Relocation expenses and payments</p> <p>b. Costs Not Allowable for Participation in Relocation expenses and payments</p> <p>c. Total Allowable Costs (Columns a-b). Calculated automatically if submitted via Grants.gov</p>

4.	Architectural and engineering fees	Optional	<p>a. Total Cost of Architectural and engineering fees. Architect-engineer services includes professional services of an architectural or engineering nature, as defined by State law, if applicable, that are required to be performed or approved by a person licensed, registered, or certified to provide those services; and, professional services of an architectural or engineering nature performed by contract that are associated with research, planning, development, design, construction, alteration, or repair of real property." For more information, please see grantor agency regulations (e.g., 48 CFR 2.101).</p> <p>b. Costs Not Allowable for Participation in Architectural and engineering fees.</p> <p>c. Total Allowable Costs (Columns a-b). Calculated automatically if submitted via Grants.gov.</p>
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Field Item	Field Name	Required or Optional	Information
5	Other architectural and engineering fees	Optional	<p>a. Total Costs of Other Architectural and engineering fees. This means those other professional services of an architectural or engineering nature, or incidental services, that members of the architectural and engineering professions (and individuals in their employ) may logically or justifiably perform, including studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals, and other related services. For more information, please see grantor agency regulations (e.g., 48 CFR 2.101).</p> <p>b. Costs Not Allowable for Participation in Other Architectural and engineering fees.</p> <p>c. Total Allowable Costs (Columns a-b). Calculated automatically if submitted via Grants.gov.</p>
6	Project inspection fees	Optional	<p>a. Total Cost of Project inspection fees, including municipal inspection fees, and other required professional or inspection fees.</p> <p>b. Costs Not Allowable for Participation in Project Inspection fees.</p> <p>c. Total Allowable Costs (Columns a-b). Calculated automatically if submitted via Grants.gov.</p>
7	Site work	Optional	<p>a. Total Cost of Site work</p> <p>b. Costs Not Allowable for Participation in Site work</p> <p>c. Total Allowable Costs (Columns a-b). Calculated automatically if submitted via Grants.gov</p>

8 .	Demolition and removal	Optional	<ul style="list-style-type: none"> <li>a. Total Cost of Demolition and removal</li> <li>b. Costs Not Allowable for Participation in Demolition and removal</li> <li>c. Total Allowable Costs (Columns a-b). Calculated automatically if submitted via Grants.gov</li> </ul>
9 .	Construction	Required	<ul style="list-style-type: none"> <li>a. Total Cost of Construction and Major Renovation. Construction means the creation of a building, structure, or facility, including the installation of equipment, site preparation, landscaping, associated roads parking, environmental mitigation, and utilities, which provides space not previously available. It includes freestanding structures, additional wings or floors, enclosed courtyards or entryways, and any other means to provide usable space that did not previously exist (excluding temporary facilities). Major Renovation (A&amp;R) is considered a structural change (e.g., to the foundation, roof, floor, or exterior or load-bearing walls of a facility, or an extension to an existing facility) to achieve the following: increase the floor area; and/or change function and purpose of an existing building, structure, or facility. Some grantor agencies use a dollar amount to distinguish between minor and major A&amp;R, i.e., a major renovation threshold, for the entire project period per parcel. Please seek grantor agency guidance if you need more information.</li> <li>b. Costs Not Allowable for Participation in Construction and Major Renovation.</li> <li>c. Total Allowable Costs (Columns a-b). Calculated automatically if submitted via Grants.gov.</li> </ul>



10.	Equipment	Optional	<p>a. Total Cost of Equipment. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in, or excluded from, acquisition cost in accordance with the non-Federal entity's regular written accounting practices.) For more information, please see grantor agency regulations (e.g., 2 CFR §§200.2, 200.313, and 200.439; 45 CFR §§75.2, 75.320, and 75.439).</p> <p>b. Costs Not Allowable for Participation in Equipment.</p> <p>c. Total Allowable Costs (Columns a-b). Calculated automatically if submitted via Grants.gov.</p>
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Field Item	Field Name	Required or Optional	Information
11.	Miscellaneous	Optional	<ul style="list-style-type: none"> <li>a. Total Cost of Miscellaneous</li> <li>b. Costs Not Allowable for Participation in Miscellaneous</li> <li>c. Total Allowable Costs (Columns a-b). Calculated automatically if submitted via Grants.gov</li> </ul>
12.	SUBTOTAL (sum of lines 1-11)	Required	<ul style="list-style-type: none"> <li>a. Sum of lines 1-11 for Total Costs</li> <li>b. Sum of lines 1-11 for Costs Not Allowable for Participation</li> <li>c. Sum of lines 1-11 for Total Allowable Costs (Columns a-b) Calculated automatically if submitted via Grants.gov</li> </ul>
13.	Contingencies	Optional	<ul style="list-style-type: none"> <li>a. Total Cost of Contingencies. Contingency is that part of a budget estimate of future costs (typically of large construction projects or other items as approved by the grantor agency) which is associated with possible events or conditions arising from causes the precise outcome of which is indeterminable at the time of estimate, and that experience shows will likely result, in aggregate, in additional costs for the approved activity or project. Some grantor agencies may limit contingencies to a specific percentage of the construction costs before bids are received and must be reduced after the contract has been awarded. For more information, please see the grantor agency requirements (e.g., 2 CFR §§200.403 - 200.405, and 200.433; 45 CFR §§75.403 - 75.405, and 75.433) and/or seek guidance from the grantor agency.</li> <li>b. Costs Not Allowable for Participation in Contingencies.</li> <li>c. Total Allowable Costs (Columns a-b). Calculated automatically if submitted via Grants.gov.</li> </ul>

14.	SUBTOTAL	Required	<ul style="list-style-type: none"> <li>a. Sum of lines 12-13 for Total Cost</li> <li>b. Sum of lines 12-13 for Costs Not Allowable for Participation</li> <li>c. Sum of lines 12-13. Calculated automatically if submitted via Grants.gov</li> </ul>
15.	Project program income	Optional	<ul style="list-style-type: none"> <li>a. Total Cost of Project (program) income. Program income includes but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federally-funded projects, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and interest on loans made with award funds. For more information, please see the grantor agency requirements (e.g., 2 CFR §§200.2 and 200.307; 45 CFR §§ 75.2 and 75.307).</li> <li>b. Costs Not Allowable for Participation in Project (program) income.</li> <li>c. Total Allowable Costs (Columns a-b). Calculated automatically if submitted via Grants.gov.</li> </ul>
16.	TOTAL PROJECT COSTS (subtract #15 from #14)	Required	<ul style="list-style-type: none"> <li>a. Total Cost of Total Project Costs</li> <li>b. Total of Costs Not Allowable for Participation</li> <li>c. Total Allowable Costs Calculated automatically if submitted via Grants.gov</li> </ul>

Field Item	Field Name	Required or Optional	Information
17.	Federal assistance requested, calculate as follows: (Consult Federal agency for Percentage share.)	Required	Enter eligible costs from line 16c. Multiply x Federal percentage share %.

## ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009  
Expiration Date: 02/28/2025

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.





**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL  	TITLE  
APPLICANT ORGANIZATION  	DATE SUBMITTED  

## Federal Agency Form Instructions

Form Identifiers	Information
Agency Owner	Grants.gov
Form Name	Assurances for Construction Programs (SF-424D)
OMB Number	4040-0009
OMB Expiration Date	02/28/2025

## Form Field Instructions

Field Item	Field Name	Required or Optional	Information
1.	Signature of Authorized Certifying Official	Required	Signature of the Authorized Certifying Official. If submitted through Grants.gov, form is signed electronically upon submission.
2.	Title	Required	Enter the title of Authorized Certifying Official. If submitting via Grants.gov, this field is auto-populated.
3.	Applicant Organization	Required	Enter the name of the organization applying for financial assistance. If submitting via Grants.gov, this field is auto-populated.
4.	Date Submitted	Required	Enter date of submission of the form. If submitted through Grants.gov, form is signed electronically upon submission.

**RURAL HOUSING SERVICE**  
**Multifamily Farm Labor Housing (On-Farm)**  
**Appraisal Assignment Guidance**  
**Section 514 Existing or New Construction**  
(Version Apr 2023)

**IMPORTANT NOTE TO APPLICANT:** The appraisal must be submitted with the application. If an appraisal is submitted prior to the application submission, it will be returned to the applicant.

**Background:** Rural Housing Service (RHS) provides direct and guaranteed loans to eligible applicants for multifamily farm labor housing projects. In support of these programs, RHS requires the services of qualified persons or firms to provide appraisals of subsidized MF-FLH properties. All appraisals must be in compliance with the current edition of the *Uniform Standards of Professional Appraisal Practice* (USPAP) and USDA RD RHS Multifamily Housing appraisal requirements set forth in 1) *CFR-Title 7-Part 3560-Subpart P-Section 3560.751 to 3560.753*, 2) *Handbook-1-3560-Chapter 7-Security Requirements*, and *Handbook 1-3560-Chapter 12, Farm Labor Housing, Loans and Grants*. A copy of the requirements can be found at the following links:

- 1) [7 CFR 3560, Subpart P \(Appraisals\)](#)
- 2) [HB-1-3560 Chapter 7 \(Security Requirements\)](#)
- 3) [HB-1-3560 Chapter12 \(Farm Labor Housing\)](#)

On-Farm Labor Housing projects are designed to increase the supply of affordable housing for farm laborers specific to the farm where they work. Appraisals for MF FLH On-Farm projects will typically be ordered by the applicant. In these instances, the party who engages the appraiser should be named as the client, is responsible for payment of the appraisal services, and must supply the appraiser with the necessary information to complete the appraisal in accordance with RD/RHS requirements. USDA Rural Development must be identified as an intended user of the appraisal.

Because On-Farm Labor Housing projects can vary from project to project, including whether their location is within the boundaries of the farm or outside the boundaries of the farm, Appraisal Assignment Guidance will be issued based on the specifics of the project to be appraised.

Please contact RD Program Staff (SM.OCFO.MFHprocessing, [MFHprocessing1@usda.gov](mailto:MFHprocessing1@usda.gov) or SM.RD.DC.MFHprocessing, [MFHprocessing2@usda.gov](mailto:MFHprocessing2@usda.gov)) with the specifics of your on-farm laborproject. Staff will then request Appraisal Assignment Guidance for On-Farm Labor Housing from the RD Appraisal Staff specific to your (the owner or applicant) project.

**Direct questions regarding:**

Appraisal Guidance Questions: [SM.RD.PSSCustomerService@usda.gov](mailto:SM.RD.PSSCustomerService@usda.gov)



Proposed Construction

DESCRIPTION OF MATERIALS

No.

(To be inserted by Agency)

Under Construction

Property address City State

Mortgagor or Sponsor (Name) (Address)

Contractor or Builder (Name) (Address)

INSTRUCTIONS

1. For additional information on how this form is to be submitted, number of copies, etc., see the instructions applicable to the FHA Application for Mortgage Insurance, VA Request for Determination of Reasonable Value or other, as the case may be.

2. Describe all materials and equipment to be used, whether or not shown on the drawings, by marking an X in each appropriate check-box and entering the information called for in each space. If space is inadequate enter "See misc," and describe under item 27 or on an attached sheet- THE USE OF PAINT CONTAINING MORE THAN THE PERCENT OF LEAD BY WEIGHT PERMITTED BYLAW IS PROHIBITED.

3. Work not specifically described or shown will not be considered unless

required, then the minimum acceptable will be assumed. Work exceeding minimum requirements cannot be considered unless specifically described.

4. Include no alternates, "or equal" phrases, or contradictory items. (Consideration of a request for acceptance of substitute materials or equipment is not thereby precluded.)

5. Include signatures required at the end of this form.

6. The construction shall be completed in compliance with the related drawings and specifications, as amended during processing. The specifications include this Description of Materials and the applicable building code.

1. EXCAVATION:

Bearing soil, type

2. FOUNDATIONS:

Footings: concrete mix ; strength psi Reinforcing

Foundation wall: material Reinforcing

Interior foundation wall: material Party foundation wall

Columns: material and sizes Piers: material and reinforcing

Girders: material and sizes Sills: material

Basement entrance areaway Window areaways

Waterproofing Footing drains

Termite protection

Basementless space: ground cover ; insulation ; foundation vents

Special foundations

Additional information

3. CHIMNEYS:

Material Prefabricated (make and size)

Flue lining: material Heater flue size Fireplace flue size

Vents(material and size): gas or oil heater ; water heater

Additional information:

4. FIREPLACES:

Type: solid fuel; gas-burning; circulator (make and size) Ash dump and clean-out

Fireplace: Facing ; lining ; hearth ; mantel

Additional information:

5. EXTERIOR WALLS:

Wood frame: wood grade, and species Comer bracing. Building paper or felt

sheathing ; thickness ; width solid; space o.c.; diagonal;

Siding ; grade ; type ; size ; exposure ; fastening

Shingles ; grade ; type ; size ; exposure ; fastening

Stucco ; thickness ; Lath , weight lb.

Masonry veneer Sills Lintels Base flashing

Masonry: solid faced stuccoed; total wall thickness ; facing thickness ; facing material

Backup material ; thickness ; bonding

Door sills Window sills Lintels Base flashing

Interior surfaces: dampproofing, coats of ; furring

Additional information:

Exterior painting: material ; number of coats

Gable wall construction: same as main walls; other construction

6. FLOOR FRAMING:

Joists; wood, grade, and species ; other ; bridging ; anchors

Concrete slab: basement floor; first floor; ground supported; self-supporting; mix ; thickness

reinforcing ; insulation ; membrane

Fill under slab; material ; thickness ; Additional information:

7. SUBFLOORING: (Describe underflooring for special floors under item 21.)

Material: grade and species , size , type

Laid: first floor; second floor attic sq. ft; diagonal; right angles. Additional information:

8. FINISH FLOORING: (Wood only. Describe other finish flooring under item 21.)

Table with 8 columns: LOCATION, ROOMS, GRADE, SPECIES, THICKNESS, WIDTH, BLDG.PAPER, FINISH. Rows include First floor, Second floor, Attic floor.

Additional information-

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0042 and 0575-0189, which expires 03/31/2026. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection information. All responses to this collection of information are voluntary. Any questions on this burden can be sent to JCRMTRequests@usda.gov.

**9. PARTITION FRAMING:**

Studs: wood, grade, and species \_\_\_\_\_ size and spacing \_\_\_\_\_ Other \_\_\_\_\_

Additional information: \_\_\_\_\_

**10. CEILING FRAMING:**

Joists: wood, grade, and species \_\_\_\_\_ Other \_\_\_\_\_ Bridging \_\_\_\_\_

Additional information: \_\_\_\_\_

**11. ROOF FRAMING:**

Rafters: wood, grade, and species \_\_\_\_\_ Roof trusses (see detail): grade and species \_\_\_\_\_

Additional information: \_\_\_\_\_

**12. ROOFING:**

Sheathing: wood, grade, and species \_\_\_\_\_  solid  spaced \_\_\_\_\_ o.c.

Roofing \_\_\_\_\_ ; grade \_\_\_\_\_ ; size \_\_\_\_\_ ; type \_\_\_\_\_

Underlay \_\_\_\_\_ ; weight or thickness \_\_\_\_\_ ; size \_\_\_\_\_ ; fastening \_\_\_\_\_

Built-up roofing \_\_\_\_\_ ; number of plies \_\_\_\_\_ ; surface material \_\_\_\_\_

Flashing: material \_\_\_\_\_ ; gage or weight \_\_\_\_\_  gravel stops;  snow guards

Additional information: \_\_\_\_\_

**13. GUTTERS AND DOWNSPOUTS:**

Gutters: material \_\_\_\_\_ ; gage or weight \_\_\_\_\_ ; size \_\_\_\_\_ ; shape \_\_\_\_\_

Downspouts: material \_\_\_\_\_ ; gage or weight \_\_\_\_\_ ; size \_\_\_\_\_ ; shape \_\_\_\_\_ ; number \_\_\_\_\_

Downspouts connected to:  Storm sewer;  sanitary sewer;  dry-well.  Splash blocks: material and size \_\_\_\_\_

Additional information: \_\_\_\_\_

**14. LATH AND PLASTER:**

Lath  walls,  ceilings: material \_\_\_\_\_ ; weight or thickness \_\_\_\_\_ Plaster: coats \_\_\_\_\_ ; finish \_\_\_\_\_

Dry-wall  walls,  ceilings: material \_\_\_\_\_ ; thickness \_\_\_\_\_ ; finish \_\_\_\_\_

Joint treatment \_\_\_\_\_

**15. DECORATING: (Paint, wallpaper, etc.)**

ROOMS	WALL FINISH MATERIAL AND APPLICATION	CEILING FINISH MATERIAL AND APPLICATION
Kitchen _____		
Bath _____		
Other _____		

Additional information: \_\_\_\_\_

**16. INTERIOR DOORS AND TRIM:**

Doors: type \_\_\_\_\_ ; material \_\_\_\_\_ ; thickness \_\_\_\_\_

Door trim: type \_\_\_\_\_ ; material \_\_\_\_\_ Base: type \_\_\_\_\_ ; material \_\_\_\_\_ ; size \_\_\_\_\_

Finish: doors \_\_\_\_\_ ; trim \_\_\_\_\_

Other trim (*item, Type and location*) \_\_\_\_\_

Additional information: \_\_\_\_\_

**17. WINDOWS:**

Windows: type \_\_\_\_\_ ; make \_\_\_\_\_ ; material \_\_\_\_\_ ; sash thickness \_\_\_\_\_

Glass: grade \_\_\_\_\_  sash weights;  balances, type \_\_\_\_\_ ; head flashing \_\_\_\_\_

Trim: type \_\_\_\_\_ ; material \_\_\_\_\_ Paint \_\_\_\_\_ ; number coats \_\_\_\_\_

Weatherstripping: type \_\_\_\_\_ ; material \_\_\_\_\_ Storm sash, number \_\_\_\_\_

Screens:  full;  half-, type \_\_\_\_\_ ; number \_\_\_\_\_ ; screen cloth material \_\_\_\_\_

Basement windows: type \_\_\_\_\_ ; material \_\_\_\_\_ ; screens, number \_\_\_\_\_ ; Storm sash, number \_\_\_\_\_

Special windows \_\_\_\_\_

Additional information: \_\_\_\_\_

**18. ENTRANCES AND EXTERIOR DETAIL:**

Main entrance door: material \_\_\_\_\_ ; width \_\_\_\_\_ ; thickness \_\_\_\_\_ Frame: material \_\_\_\_\_ ; thickness \_\_\_\_\_

Other entrance doors: material \_\_\_\_\_ , width \_\_\_\_\_ thickness \_\_\_\_\_ Frame: material \_\_\_\_\_ ; thickness \_\_\_\_\_

Head flashing \_\_\_\_\_ Weatherstripping: type \_\_\_\_\_ ; saddles \_\_\_\_\_

Screen doors: thickness \_\_\_\_\_ ; number \_\_\_\_\_ ; screen cloth material \_\_\_\_\_ Storm doors: thickness \_\_\_\_\_ ; number \_\_\_\_\_

Combination storm and screen doors: thickness \_\_\_\_\_ ; number \_\_\_\_\_ ; screen cloth material \_\_\_\_\_

Shutters:  hinged;  fixed. Railings \_\_\_\_\_ ; Attic louvers \_\_\_\_\_

Exterior millwork: grade and species \_\_\_\_\_ Paint \_\_\_\_\_ ; number coats \_\_\_\_\_

Additional information: \_\_\_\_\_

**19. CABINETS AND INTERIOR DETAIL:**

Kitchen cabinets, wall units: material \_\_\_\_\_ ; lineal feet of shelves \_\_\_\_\_ ; shelf width \_\_\_\_\_

Base units: material \_\_\_\_\_ ; counter top \_\_\_\_\_ ; edging \_\_\_\_\_

Back and end splash \_\_\_\_\_ Finish of cabinets \_\_\_\_\_ ; number coats \_\_\_\_\_

Medicine cabinets: make \_\_\_\_\_ ; model \_\_\_\_\_

Other cabinets and built-in furniture \_\_\_\_\_

Additional information: \_\_\_\_\_

**20. STAIRS:**

STAIR	TREADS		RISERS		STRINGS		HANDRAIL		BALUSTERS	
	Material	Thickness	Material	Thickness	Material	Thickness	Material	Thickness	Material	Thickness
Basement _____										
Main _____										
Attic _____										

Disappearing: make and model number \_\_\_\_\_

Additional information: \_\_\_\_\_

**21. SPECIAL FLOORS AND WAINSCOT: (Describe carpet as listed in Certified Products Directory.)**

Floors	Location	Material, Color, Border, Sizes, Gage, Etc.	Threshold Material	Wall Base Material	Underfloor Material
	Kitchen				
	Bath				
Wainscot	Location	Material, Color, Border, Sizes, Gage, Etc.	Height	Height Over Tub	Height in Showers (From Floor)
	Bath				

Bathroom accessories:  Recessed; material \_\_\_\_\_; number \_\_\_\_\_;  Attached; material \_\_\_\_\_; number \_\_\_\_\_

Additional information: \_\_\_\_\_

**22. PLUMBING**

Fixture	Number	Location	Make	Mfr's Fixture Identification No.	Size	Color
Sink						
Lavatory						
Water closet						
Bathtub						
Shower over tub						
Stall shower						
Laundry trays						

A  Curtain rod A  Door  Shower pan: material \_\_\_\_\_

Water supply:  public;  community system:  individual (private) system.\*

Sewage disposal  public;  community system:  individual (private) system.\*

\* Show and describe individual system in complete detail in separate drawings and specifications according to requirements.

House drain (inside);  cast iron;  tile;  other \_\_\_\_\_ House sewer (outside):  cast iron;  tile;  other \_\_\_\_\_

Water piping:  galvanized steel;  copper tubing;  other \_\_\_\_\_ Still cocks, number \_\_\_\_\_

Domestic water heater: type \_\_\_\_\_; make and model \_\_\_\_\_; heating capacity \_\_\_\_\_ gph. 100' rise. Storage tank: material \_\_\_\_\_; capacity \_\_\_\_\_ gallons.

Gas service:  utility company;  liq. pet. gas;  other \_\_\_\_\_ Gas piping:  cooking;  house heating.

Footing drains connected to  storm sewer;  sanitary sewer;  dry well. Sump pump; make and model \_\_\_\_\_; capacity \_\_\_\_\_; discharges into \_\_\_\_\_

**23. HEATING**

Hot water.  Steam.  Vapor.  One-pipe system.  Two-pipe system.

Radiators.  Convectors.  Baseboard radiation. Make and model \_\_\_\_\_

Radiant panel:  floor;  wall;  ceiling. Panel coil: material \_\_\_\_\_

Circulator.  Return pump. Make and model \_\_\_\_\_; capacity \_\_\_\_\_ gpm.

Boiler: make and model \_\_\_\_\_ Output \_\_\_\_\_ Btuh.; net rating \_\_\_\_\_ Btuh.

Additional information: \_\_\_\_\_

Warm air:  Gravity.  Forced. Type of system \_\_\_\_\_

Duct material: supply \_\_\_\_\_ return \_\_\_\_\_ Insulation \_\_\_\_\_; thickness \_\_\_\_\_  Outside air intake.

Fumance: make and model \_\_\_\_\_ Input \_\_\_\_\_ Btuh.; output \_\_\_\_\_ Btuh.

Additional information: \_\_\_\_\_

Space heater;  floor furnace;  wall heater. Input \_\_\_\_\_ Btuh.; output \_\_\_\_\_ Btuh.; number units \_\_\_\_\_

Make, model \_\_\_\_\_ Additional information: \_\_\_\_\_

Controls: make and types \_\_\_\_\_

Additional information: \_\_\_\_\_

Fuel:  Coal;  oil;  gas;  liq. pet. gas;  electric;  other \_\_\_\_\_; storage capacity \_\_\_\_\_

Additional information: \_\_\_\_\_

Firing equipment furnished separately: Gas burner, conversion type. Stoker: hopper feed \_\_\_\_\_; bin feed \_\_\_\_\_

Oil burner:  pressure atomizing;  vaporizing \_\_\_\_\_

Make and model \_\_\_\_\_ Control \_\_\_\_\_

Additional information: \_\_\_\_\_

Electric heating system: type \_\_\_\_\_ Input \_\_\_\_\_ watts; @ \_\_\_\_\_ volts; output \_\_\_\_\_ Btuh.

Additional information: \_\_\_\_\_

Ventilating equipment: attic fan, make and model \_\_\_\_\_, capacity \_\_\_\_\_ cfm.

Kitchen exhaust fan, make and model \_\_\_\_\_

Other heating, ventilating, or cooling equipment \_\_\_\_\_

**24. ELECTRIC WIRING:**

Service;  overhead;  underground. Panel:  fuse box;  circuit-breaker; make \_\_\_\_\_ AMP's \_\_\_\_\_ No. circuits \_\_\_\_\_

Wiring:  conduit;  armored cable;  nonmetallic cable;  knob and tube;  other \_\_\_\_\_

Special outlets:  range;  water heater;  other \_\_\_\_\_

Doorbell.  Chimes. Push-button locations. \_\_\_\_\_ Additional information: \_\_\_\_\_

**25. LIGHTING FIXTURES:**

Total number of fixtures \_\_\_\_\_ Total allowance for fixtures, typical installations, \$ \_\_\_\_\_

Nontypical installation \_\_\_\_\_

Additional information: \_\_\_\_\_



## Instructions for RD1924-0002

### ***DESCRIPTION OF MATERIALS***

**Applicant/borrowers, architects/designers, or contractors may be required to complete this form. Contact your RD servicing office before completing it. Rural Development (RD) provides this form to applicant/borrowers, architects/designers, or contractors to specify materials, equipment, or fixtures to be provided in the construction of buildings or projects. RD uses the form to process loan/grant applications and inspect the construction.**

**Submit the original of the completed form to the appropriate RD servicing office with the loan/grant application. Customers who have established electronic access credentials with USDA may electronically transmit this form to the USDA servicing office. Features for transmitting the form electronically are available to those customers with access credentials only. If you would like to establish online access credentials with USDA, complete form AD-2016 or visit your local servicing office. AD-2016 is available from the USDA eForms service and must be notarized before mailing or faxing the form to USDA. It will not be accepted electronically.**

***Applicant/borrowers, architects/designers, and Contractors must complete all of the items specified in the following table.***

<b>Fld Name / Item No.</b>	<b>Instruction</b>
1  Proposed Construction	Check this box if documenting proposed construction.
2  Under Construction	Check this box if documenting ongoing construction.
3  Property address	Enter the address of the property.
4  City	Enter the City of the property.
5  State	Enter the State of the property.

6 Mortgagor or Sponsor	Enter the name and address of the mortgagor or sponsor.
7 Contractor or Builder	Enter the name and address of the contractor or builder.

***Material Description.***

- If additional space is needed in any item, enter "See Misc" and describe under item 27 or on an attached sheet. If an item is not applicable for the work proposed, leave blank.

<b>Fld Name / Item No.</b>	<b>Instruction</b>
1 Excavation	Enter the bearing soil, type.
2 Foundations	Enter requested information about the foundation materials.
3 Chimneys	Enter requested information about the chimney materials.
4 Fireplaces	Enter requested information about the fireplace materials, if applicable.
5 Exterior Walls	Enter requested information about the exterior wall materials.
6 Floor Framing	Enter requested information about the floor framing materials.
7	Enter requested information about the sub-flooring materials. Describe underflooring for special floors under Item 21.

Sub-Flooring	
8 Finish Flooring	Enter requested information for wood only flooring. Describe other finish flooring under Item 21.
9 Partition Framing	Enter requested information about the partition framing materials.
10 Ceiling Framing	Enter requested information about the ceiling framing materials.
11 Roof Framing	Enter requested information about the roof framing materials.
12 Roofing	Enter requested information about the roofing materials.
13 Gutters and Downspouts	Enter requested information about the gutters and downspout materials.

<b>Fld Name / Item No.</b>	<b>Instruction</b>
14 Lath and Plaster	Enter requested information about the lath and plaster materials.
15 Decorating	Enter requested information about the decorating materials such as paint and wallpaper.
16 Interior Doors and Trim	Enter requested information about the interior doors and trim materials.

17 Windows	Enter requested information about the window materials.
18 Entrances and Exterior Detail	Enter requested information about entrances and exterior detail materials.
19 Cabinets and Interior Detail	Enter requested information about the cabinets and interior detail materials.
20 Stairs	Enter requested information about the stair materials, if applicable.
21 Special Floors and Wainscot	Enter requested information about any special floors and wainscot materials. Describe carpet as listed in Certified Products Directory.
22 Plumbing	Enter requested information about the plumbing materials.
23 Heating	Enter requested information about the heating materials.
24 Electric Wiring	Enter requested information about electric wiring materials.
25 Lighting Fixtures	Enter requested information about the lighting fixture materials.
26 Insulation	Enter requested information about the insulation materials.
27 Miscellaneous	Describe any main dwelling materials, equipment, or construction items not shown elsewhere or use to provide additional information where the space provided was inadequate. Always reference by item number to correspond to the numbering used on this form.



<b>Fld Name / Item No.</b>	<b>Instruction</b>
28 Hardware	Describe the make, material, and finish of any hardware not previously listed.
29 Special Equipment	State the material or make, model and quantity of any special equipment. Include only equipment and appliances which are acceptable by local law, custom and applicable FHA standards.
30 Porches	Describe the porch material not previously listed, if applicable.
31 Terraces	Describe the terrace materials not previously listed, if applicable.
32 Garages	Describe the garage materials not previously listed, if applicable.
33 Walkways and Driveways	Enter requested information about the walkway and driveway materials.
34 Other Onsite Improvements	Specify all exterior onsite improvements not described elsewhere, including items such as unusual grading, drainage structures, retaining walls, fence, railings, and accessory structures.
35 Landscaping, Planting, and Finish Grading	Enter requested information about the landscaping, planting and finish grading materials.

**Identification**

<b>Fld Name / Item No.</b>	<b>Instruction</b>

1 Date	Enter the date signed.
2 Signature	Enter the signature of the builder, sponsor, and/or the proposed mortgagor if the latter is known at the time of application.
3 Signature	Enter the signature of the builder, sponsor, and/or the proposed mortgagor if the latter is known at the time of application.

## PLAN CERTIFICATION

(Property Name/Applicants Name and Case Number)	
(Property Address)	(City)
(County)	(State)

BUILDING

TYPE:

Single Family

Multi-Family

PLANS:

Original

Modifications

I, \_\_\_\_\_ being a \_\_\_\_\_  
*(type or print)* *(licensed architect, engineer, or authorized building official, etc.)*

in the State of \_\_\_\_\_, hereby certify that I have reviewed:

the plans and specifications dated \_\_\_\_\_ prepared by \_\_\_\_\_  
*(name of firm or individual)*

for the above property

the thermal performance plans, specifications and calculations dated \_\_\_\_\_  
prepared by \_\_\_\_\_ for the above property  
*(name of firm or individual)*

the seismic design (plans and specifications) dated \_\_\_\_\_ prepared by \_\_\_\_\_  
\_\_\_\_\_ for the above property  
*(name of firm or individual)*

modifications listed below, that have been clearly indicated on the drawings and specifications  
dated \_\_\_\_\_ prepared by \_\_\_\_\_ and certified by \_\_\_\_\_  
*(name of firm or individual)*  
\_\_\_\_\_ and related to the above property  
*(name of firm or individual)*

### MODIFICATIONS

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0042 and 0575-0189, which expires 03/31/2026. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection information. All responses to this collection of information are voluntary. Any questions on this burden can be sent to [ICRMTRRequests@usda.gov](mailto:ICRMTRRequests@usda.gov).

Based upon this review, to the best of my/our knowledge, information, and belief, these documents comply with the:

\_\_\_\_\_ and  
(name and edition of the applicable development standard)

\_\_\_\_\_ and  
(name and edition of the applicable energy standards/requirements in accordance with RD Instruction 1924-A, Exhibit D)

designated as the applicable Rural Development or Farm Service Agency development standards for this project.

I understand the purpose of this certification is to induce United States Government to finance the construction of the above project and plan. I further understand that false certification constitutes a violation of 18 U.S.C. Section 1001 punishable by fine and/or imprisonment and, in addition, may result in debarment from participating in future government programs.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Type or print name)

\_\_\_\_\_  
(Professional Registration No.)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Expiration Date if applicable)

\_\_\_\_\_  
(Area Code + Telephone Number)

## Instructions for RD1924-0025

### ***PLAN CERTIFICATION***

Architects, Engineers or authorized building officials who are qualified may be required to complete this form. Contact your Rural Development (RD) servicing office to obtain list of qualification requirements. RD provides this form to qualified persons to certify that the referenced plans and specifications for a specific construction project are in compliance with identified building code requirements. RD uses the form to approve loan/grant applications.

Features for transmitting the form electronically are available to those customers with access credentials only. If you would like to establish online access credentials with USDA, follow the instructions provided at the USDA eForms web site.

***Qualified persons must complete all of the items specified in the following table.***

<b>Fld Name / Item No.</b>	<b>Instruction</b>
1  Property Name/  Applicants Name and Case Nbr	Enter the applicant/borrowers name and if known, case number.
2  Property Address	Enter the property address where the work is to be performed.
3  City	Enter the City the property is located in.
4  County	Enter the County the property is located in.
5  State	Enter the State the property is located in.
6	Check appropriate box for building type and building plans.

Building	
7 Name	Enter the name of the person completing the certification.
8 Being a	Enter whether the person is a licensed architect, engineer, or authorized building official, etc.
9 State of	Enter the State where person is licensed or authorized.
10 Have Reviewed	Check the appropriate boxes indicating which documents were reviewed. Enter the dates of the documents and the name of the firms or individuals who created the documents.
11 Modifications	Enter description of any modifications to the plans or specifications referenced by this certification.
12 Comply with the	Enter the name and edition of the applicable development standards the certification is based upon.
13 And	Enter name and edition of the applicable energy standards/requirements.
14 Signature	Enter the signature of the person making the certification.
15 Date	Enter the date of certification.
16 Name	Enter the name of the person making the certification.
17 Professional Registration	Enter the professional registration number of license or authorization, if applicable.

**ON-FARM LABOR HOUSING PROJECT BUDGET**

1. BORROWER NAME: \_\_\_\_\_ 2. CASE NO. \_\_\_\_\_ 3. PROJECT NO. \_\_\_\_\_

4. LABOR HOUSING PROPERTY LOCATION: \_\_\_\_\_ 5. NO. UNITS: \_\_\_\_\_

6. OCCUPANCY:  SEASONAL  YEAR AROUND 7. AGREEMENT FOR OCCUPANCY OR LEASE YES  NO

8. REFUNDABLE SECURITY DEPOSIT:  YES  NO 9. AMOUNT OF SECURITY DEPOSIT: \$ \_\_\_\_\_

<u><b>INCOME or TENANT CHARGES:</b></u>	<b>PROPOSED</b>	<b>ACTUAL</b>
	( _____ )	( _____ )
10. Tenant Rent (\$ _____ x _____ unit x 12 months)	\$ _____	\$ _____
11. Other Tenant Shelter Cost _____ (Specify)	\$ _____	\$ _____
12. <b>ACTUAL CHARGES (Paid by Tenants)</b>	\$ _____	\$ _____

**ANNUAL OPERATING AND MAINTENANCE EXPENSES:**

13. Maintenance & Repairs	\$ _____	\$ _____
14. Painting	\$ _____	\$ _____
15. Electricity	\$ _____	\$ _____
16. Water	\$ _____	\$ _____
17. Sewer	\$ _____	\$ _____
18. Fuel (Oil or Gas or Wood)	\$ _____	\$ _____
19. Garbage & Trash Removal	\$ _____	\$ _____
20. Real Estate Taxes	\$ _____	\$ _____
21. Property & Liability Insurance	\$ _____	\$ _____
22. Rural Housing Service Loan Payment	\$ _____	\$ _____
23. Other _____ (Specify)	\$ _____	\$ _____
24. <b>TOTAL EXPENSES</b>	\$ _____	\$ _____
25. <b>UNAUTHORIZED RENT REBATE or CREDIT</b>	\$ _____	\$ _____
<b>(TOTAL UNAUTHORIZED RENT CHARGES: \$ _____ )</b>		

26. BORROWER: \_\_\_\_\_ (Signature) 27. DATE: \_\_\_\_\_

28. AGENCY APPROVAL: \_\_\_\_\_ (Signature of Servicing Official) 29. DATE: \_\_\_\_\_

30. TITLE: \_\_\_\_\_

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0189, expires 3/31/2026. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. All responses to this collection of information are voluntary. Any questions on this burden can be sent to [ICRMTRequests@usda.gov](mailto:ICRMTRequests@usda.gov).

FORM RD 3560-7A (02-05)	UNITED STATES DEPARTMENT OF AGRICULTURE RURAL HOUSING SERVICE	FORM APPROVED OMB NO. 0575-0189
<b>ON-FARM LABOR HOUSING PROJECT BUDGET</b>		
1. BORROWER NAME: _____ 2. CASE NO. _____ 3. PROJECT NO. _____		
4. LABOR HOUSING PROPERTY LOCATION: _____ 5. NO. UNITS: _____		
6. OCCUPANCY: <input type="checkbox"/> SEASONAL <input type="checkbox"/> YEAR AROUND 7. AGREEMENT FOR OCCUPANCY OR LEASE <input type="checkbox"/> YES <input type="checkbox"/> NO		
8. REFUNDABLE SECURITY DEPOSIT: <input type="checkbox"/> YES <input type="checkbox"/> NO 9. AMOUNT OF SECURITY DEPOSIT: \$ _____		
<b>INCOME/TENANT CHARGES:</b>	<b>PROPOSED</b>	<b>ACTUAL</b>
	( / / )	( / / )
10. Tenant Rent (\$ _____ x _____ unit x 12 months)	\$ _____	\$ _____
11. Other Tenant Shelter Cost _____ (Specify)	\$ _____	\$ _____
12. <b>ACTUAL CHARGES (Paid by Tenants)</b>	\$ _____	\$ _____
<b>ANNUAL OPERATING AND MAINTENANCE EXPENSES:</b>		
13. Maintenance & Repairs	\$ _____	\$ _____
14. Painting	\$ _____	\$ _____
15. Electricity	\$ _____	\$ _____
16. Water	\$ _____	\$ _____
17. Sewer	\$ _____	\$ _____
18. Fuel (Oil/Gas/Wood)	\$ _____	\$ _____
19. Garbage & Trash Removal	\$ _____	\$ _____
20. Real Estate Taxes	\$ _____	\$ _____
21. Property & Liability Insurance	\$ _____	\$ _____
22. Rural Housing Service Loan Payment	\$ _____	\$ _____
23. Other _____ (Specify)	\$ _____	\$ _____
24. <b>TOTAL EXPENSES</b>	\$ _____	\$ _____
25. <b>UNAUTHORIZED RENT REBATE/CREDIT</b> <b>(TOTAL UNAUTHORIZED RENT CHARGES: \$ _____)</b>	\$ _____	\$ _____
26. BORROWER: _____ (Signature)	27. DATE: _____	
28. AGENCY APPROVAL: _____ (Signature of Servicing Official)	29. DATE: _____	
30. TITLE: _____		
According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0189. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.		

Used by applicant/ borrower to plan and report financial activity of on-farm labor housing and to request Agency approval to charge rent or to describe special servicing budgets.

PROCEDURE FOR PREPARATION : 7 CFR part 3560.

PREPARED BY : On-Farm Labor Housing borrowers.

NUMBER OF COPIES : Original and two.

SIGNATURES REQUIRED : Original by borrower and Servicing Official.

DISTRIBUTION COPIES : Original to be returned to the Servicing Official, copy to borrower.



PAGE 2 OF FORM RD 3560-7A

**General Instructions for Completing Form RD 3560-7A, On-Farm Labor Housing Project Budget**

**Use Of This Form:**

Applicant/Borrowers use this form to plan and report the financial activity of their on-farm labor housing project as required by Agency regulations found at 7 CFR 3560.630.

All specific operation and maintenance (O&M) expense line items may not need to be completed, provided that applicable O&M expenses are reflected.

Use of this form is to request Agency approval to charge rent or to describe special servicing budgets (credit/rebates of rents, etc.).

The two budget columns are used as follows:

INITIAL BUDGETS - Use PROPOSED BUDGET column only

ANNUAL REPORTS OF ACTUALS - Use both columns:

ACTUAL COLUMN = this period's activity

PROPOSED BUDGET = next year's planned activity

ANNUAL BUDGETS  
PROPOSALS AND  
RENT CHARGES - Use both columns:

ACTUAL - Year to date plus estimated actuals for the periods actual and planned activity

PROPOSED - Next year's planned activity

**INSTRUCTIONS FOR PREPARATION**

PROJECT AND BORROWER IDENTIFICATION: Enter the following general information:

1. Insert name of Borrower.
2. Insert case number: (Example 987654321 01-2)
3. Insert project number: (Example 987654321 01-2)
4. Insert property address.
5. Insert the number of units in the project (example, a duplex would be "2" units).

PAGE 3 OF FORM RD 3560-7A

**Instructions for Completing Form RD 3560-7A, On-Farm Loabor Housing Project Budget (Continued)**

6 - 8. Check the most appropriate box.

9. Insert the amount of security deposit paid, if applicable.

INCOME/TENANT CHARGES - Enter the following:

10. Tenant Rent:       (1a) - Insert the monthly rental charge per unit.  
                              (1b) - Insert the number of units.  
                              (1c) - Insert the total annual income for all units.

11. Insert the total of any additional charges made by a landlord to a tenant household for the use and occupancy of the housing including all utility charges such as electricity, heat, water, waste disposal, etc., or require that the tenant pay directly to the utility provider.

12. ACTUAL CHARGES (Paid by Tenants): Insert the amount the tenant will actually pay for the housing.

**NOTE: The actual charges to the tenant cannot exceed the total expenses on line 15.**

If the borrower is requesting authorization to charge full rent, this amount would be the same as line 1 (Tenant Rent).

If the borrower is requesting authorization to charge the tenant only for the cost of utilities, this amount should be the same as line 2 (Other Tenant Shelter Cost).

If the borrower is requesting approval to credit forward unauthorized charges to the tenant, this amount would be the same as line 1 (Tenant Rent).

If the borrower is requesting both the authorization to charge rent and approval to credit forward former unauthorized rent charges, this amount would be line 1 (Tenant Rent) less line 2 (Other Tenant Shelter Cost). **NOTE: In this case, this figure only reflects the amount of credit available to forward.**

13. Insert the total cost of labor and materials for maintaining the project.

14. Insert the total cost of labor and supplies for painting the project.

15. Insert the total electric cost for the year/season. Cost could be for heating, cooling, security lighting, water well, and septic system pumps, etc.

PAGE 4 OF FORM RD 3560-7A

16. Insert the total cost for water usage or water well repairs during any one year/season.
17. Insert the total sewage cost or maintenance repairs to a septic system during any one year/season.
18. Insert the total cost of oil, propane/natural gas, or wood needed for heating or cooling during any one year/season.
19. Insert the total cost for garbage removal.
20. Insert the yearly cost of property taxes affiliated with labor house.
21. Insert the cost for maintaining yearly insurance policies.
22. Insert the amount of the Borrower's yearly loan payment.
23. Insert the total cost of lawn services, management fees, etc.
24. Insert the total operational maintenance cost for the labor housing unit(s).
25. Enter the actual or proposed rebate/credit of former rent charges made to tenants. Insert the total amount of current unauthorized rent charges to tenant(s).
26. Signature of Borrower.
27. Insert date Borrower signed form.
28. Signature of Servicing Official.
29. Insert date Servicing Official signed form.
30. Insert title of Servicing Official.

**ESTIMATE AND CERTIFICATE OF ACTUAL COST**

**This form is to be used by the contractor and borrower to estimate the cost of construction and total PROJECT NUMBER (Borrower ID Number) development cost, or to certify the actual cost of project construction and development.**

BORROWER/OWNER-BUILDER	CONTRACTOR
NAME OF PROJECT	LOCATION

This certificate is made pursuant to existing regulations of the United States of America acting through the Rural Development in order to induce the Government to provide or extend assistance. As part of that inducement, the following certifications are made:

Check and Complete Applicable Box:

A. ESTIMATE

I certify that the estimates of costs as set forth through line 44 in the ESTIMATED COST column are true and correct as computed by me \_\_\_\_\_ or as given to me by the subcontractors or payees named, as general contractor or owner-builder for the development of the project described above, as determined from the plans and specifications accepted, signed and dated by the Rural Development State Director of Rural Development or the State Directors's delegated representative, on \_\_\_\_\_ 20\_\_\_\_. As borrower or owner-builder for the development of the project described above, I certify that the estimates of cost as set forth from line 44 in the ESTIMATED COST column are true and correct as computed by me or as given to me by the subcontractors or payees named. Subsequent to this estimate and prior to final payment, when directed by Rural Development, I agree to furnish a certification of actual cost. The estimate and the final certification will be in accordance with Rural Development regulations requiring estimates and certifications.

B. ACTUAL COST

I certify that the actual cost of labor, materials, and necessary services for the construction of the physical improvements in connection with the project described above, after deduction of all rebates, adjustments, or discounts made or to be made to the undersigned borrower or general contractor, or any corporation, trust partnership, joint venture, or other legal or business entity in which the undersigned borrower or general contractor, or any of their members, stockholders, officers, directors, beneficiaries, or partners hold any interest, is as represented herein. The deduction of such rebates, adjustments, or discounts from actual hard costs will not be used to increase builder's profit over and above the final estimated amount. I further certify that all soft costs associated with construction of the project as set forth on lines 45 through 57 are correct as represented herein.

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0042. The time required to complete this information collection is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*



Line	Div	Trade Item	Estimated Cost	Actual Cost		Name of Subcontractor or Payee	101 *
				Paid	To Be Paid		
1	3	Concrete					
2	4	Masonry					
3	5	Metals					
4	6	Rough Carpentry					
5	6	Finish Carpentry					
6	7	Waterproofing					
7	7	Insulation					
8	7	Roofing					
9	7	Sheet Metal					
10	8	Doors					
11	8	Windows					
12	8	Glass					
13	9	Drywall					
14	9	Tile Work					
15	9	Acoustical					
16	9	Resilient Flooring					
17	9	Painting and Decorating					
18	10	Specialties					
19	11	Special Equipment					
20	11	Cabinets					
21	11	Appliances					
22	12	Blinds and Shades, Artwork					
23	12	Carpets					
24	13	Special Construction					
25	14	Elevators					
26	15	Plumbing and Hot Water					
27	15	Heat and Ventilation					
28	15	Air Conditioning					
29	16	Electrical					
30	2	Earth Work					
31	2	On-Site Utilities					
32	2	Roads and Walks					
33	2	On-Site Improvements					
34	2	Lawns and Planting					
35	2	Unusual On-Site Conditions					
36	2	Off-Site Development					
37		Miscellaneous (Labor and Materials)					
38		Total Hard Costs					
39	1	General Requirements	*				
40		General Overhead	*				
41		Other Fees Paid By Contractor	*				
42		Total Costs					

NOTE: (If additional space is required for these other items, append Rider thereto, with references and initial. When more than one subcontractor is performing a trade item, the attached work sheet must be completed giving the information indicated.) Form RD 1924-13 (Rev. 12-98)

\* Breakdown on page 4.

CONTRACTOR'S AND BORROWER'S ESTIMATE AND CERTIFICATE OF ACTUAL COST						
Line	Trade Item	Estimated Cost	Paid	Actual Cost To Be Paid	Total	Name of Subcontractor or Payee
	Balance Brwt. Forward (line 42)					
43	Builder's Profit					
44	Total Construction Cost					
45	Architectural Fees					
46	Survey and Engineering					
47	Financing Costs Loan Fees					
48	Interest During Construction					
49	Closing Costs & Legal Fees					
50	Land Cost or Value					
51	Nonprofit O&M Capital					
52	Tap and or Impact Fees					
53	Tax Credit Fees					
54	Environmental Fees					
55	Market Study Cost					
56						
57						
58	Total Development Cost					

"Whoever, in any matter, with the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations; or makes or uses any false writing or statement or entry, shall be fined under this title or imprisoned not more than five years, or both."

**WARNING: Section 1001 of Title 18, United States Code provides: Furthermore, submission of false information relating to the content of this Estimate and Certificate of Actual Cost will subject the submitter to any and all administrative remedies available to USDA. Such remedies may include suspension and debarment from participating in any Rural Development or other Federal program.**





The undersigned hereby certifies that: *(check as appropriate)*

There has not been and is not now any identity of interest between or among the borrower and/or general contractor on the one hand and any subcontractor, material supplier, equipment lessor, or payee on the other (including any of their members, officers, directors, beneficiaries, or partners).

Attached to and made part of this certificate is a signed statement fully describing any rebates, adjustments, discounts, or any other devices which may have or have had the effect of reducing cost, and all amounts shown above as "to be paid in cash" will be so paid within forty-five (45) days.

ESTIMATES:

Date \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Lines I through 44 *(Name of Contractor)*

\_\_\_\_\_  
Lines 44 through 58 *(Name of Mortgagor)*

By: \_\_\_\_\_  
*(Signature)*

By: \_\_\_\_\_  
*(Signature)*

Title: \_\_\_\_\_

Title: \_\_\_\_\_

ACTUAL

Date \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Lines I through 44 *(Name of Contractor)*

\_\_\_\_\_  
Lines 44 through 58 *(Name of Mortgagor)*

By: \_\_\_\_\_  
*(Signature)*

By: \_\_\_\_\_  
*(Signature)*

Title: \_\_\_\_\_

Title: \_\_\_\_\_

## Instructions for RD1924-0013

### ***ESTIMATE AND CERTIFICATE OF ACTUAL COST***

Contractors and borrowers complete this form. Contractors and borrowers use this form to estimate the cost of construction and total development cost, or to certify the actual cost of project construction and development.

Features for transmitting the form electronically are available to those customers with access credentials only. If you would like to establish online access credentials with USDA, follow the instructions provided at the USDA eForms web site.

***The contractor and borrower must complete all of the items specified in the following tables.***

*Page 1*

#### ***General Borrower and Contractor Information***

<b>Fld Name / Item No.</b>	<b>Instruction</b>
1 Borrower/ Owner- Builder	Enter the name of the borrower or owner-builder.
2 Contractor	Enter the name of the contractor.
3 Name of Project	Enter the name of the project.
4 Location	Enter the address of the project location.
5 Estimate	Check if this is an estimate.
6 Actual Cost	Check if this is the actual cost.

**Page 1A For Rural Development Use Only**

**Pages 2 & 3 Contractors and Borrowers Estimate and Certificate of Actual Cost ?**

For each line number listed, provide information requested if applicable.

<b>Fld Name / Item No.</b>	<b>Instruction</b>
1 Concrete	Cast in place or precast concrete work within the structure, including foundations, piers, floors, walls, etc.
2 Masonry	Brick, concrete brick, or stone work within a structure, mortar reinforcement, wall ties, masonry windowsills, grouting, cleaning.
3 Metals	Metal fasteners, structural steel, metal studs, decking stairs, handrails.
4 Rough Carpentry	Wood framing, sheathing, subflooring, wood decking, wood trusses, glued laminated construction stairs, aluminum, steel, vinyl or wood siding, soffit/gable vents, fasteners and adhesives.
5 Finish Carpentry	Interior and exterior trim and millwork, shelving, counter tops, prefinished paneling, exterior shutters, custom casework, ornamental items, wood windowsills, and handrails.
6 Waterproofing	Sheet or panel waterproofing, bituminous or cementitious dampproofing, building paper, foundation drain tile, sealants and caulking.
7 Insulation	Perimeter, floor, wall, and ceiling insulation, vapor barriers, fire proofing.
8 Roofing	Roofing felt, shingles, roofing tile, membrane roofing, attic/roof ventilators.
9 Sheet Metal	Sheet metal roofing, downspouts, gutters, drip edge, flashing, soffits.
10 Doors	Interior and exterior wood/metal doors and frames, sliding doors, screen/storm doors, glazing hardware, thresholds, weather stripping.
11 Windows	Wood, steel, aluminum, vinyl or clad windows and screens, storm windows, glazing weather stripping, hardware.
12 Glass	Mirrors, window walls, special glazing, not included in doors or windows.
13 Drywall	Gypsum board systems for walls and ceilings, taped and finished, resilient clips, channels, wall texture.
14 Tile Work	Ceramic tile for floors and wall, grout quarry tile terrazzo.
15 Acoustical	Ceiling tiles, sound absorbing panels in walls or floors.
16 Resilient Flooring	Floor underlayment, all types of resilient or sheet good flooring, coves base, adhesive, stair treads and riser edging.

<b>Fld Name / Item No.</b>	<b>Instruction</b>
17 Painting and Decorating	Priming and painting exterior and interior walls, ceilings, doors, windows, trim and other surfaces, caulking.
18 Specialties	Toilet and shower compartments, corner guards, bulletin boards, signs and mailboxes (within or detached to the structure), prefabricated shelves, bathroom and closet accessories, fire extinguishers.
19 Special Equipment	Clothes washers and dryers, central food service equipment, cold storage rooms.
20 Cabinets	Kitchen, all, and base cabinets, bath vanities, hardware, and special cabinets.
21 Appliances	Apartment ranges and refrigerators, built in appliances.
22 Blinds and Shades, Artwork	Window blinds, shades, drapes, drapery rods, attached artwork.
23 Carpets	Sheet carpet, carpet tile, padding, adhesives, edging.
24 Special Construction	Pre-Engineered structures free standing canopies, gazebos.
25 Elevators	Elevators, chutes, lifts.
26 Plumbing and Hot Water	All water and gas pipe fittings within structures, pipe insulation, bathtubs, water closets, sinks, lavatories, laundry trays, water heaters, pumps, fire, sprinkler systems.
27 Heat and Ventilation	Warm air heating systems, including boilers, furnaces and ducts. Electric resistance heating systems, heat pump systems, kitchen, bath, and laundry ventilation systems, duct insulation.
28 Air Conditioning	Individual room air conditioning units, stack-on air conditioning units, compressor(s) with pad(s).
29 Electrical	Transformers, service equipment, raceways, conductors, wiring devices, lighting, fire and smoke alarm systems, communication systems, telephone service, television systems, including signal reception devices.
30 Earth Work	Site preparation, clearing and grubbing, top soil striping or piling, rough site grading, with normal amount of cut and fill, termite protection treatment, structure excavation and backfill (no rock excavation), finish grading.

<b>Fld Name / Item No.</b>	<b>Instruction</b>
31 On-Site Utilities	Gas, water, sanitary/storm sewers, and electrical lines outside building perimeters, including excavation and backfill, site lighting, drainage systems.
32 Roads and Walks	Paving for streets, drives, and park areas, curbs and gutters, walks, and steps, surfacing for playgrounds and other special areas, patios.
33 On-Site Improvements	Equipment for playground and other special areas, fences and walls, signs, dumpsters, trash enclosures, free standing mailboxes.
34 Lawns and Planting	Tress, tree walls, shrubs, grass and other ground covers, irrigation systems, edging.
35 Unusual On- Site Conditions	Unusual amount of cut and fill, retaining walls, extensive erosion control and storm culverts, rock excavation.
36 Off-Site Development	Streets, walks, utility lines, drainage, lighting, landscaping.
37 Miscellaneous (Labor and Materials)	Materials and labor not allocated to a specific trade item. Cost amount cannot exceed \$1000.
38 Total Hard Costs	Enter the sum of lines 1 through 37.
39 General Requirements	<p>Enter any items that are required as part of the construction contract for the contractor to provide for the specific project. Do not include items that pertain to a specific trade nor overhead expenses of the contractor's general operation. Items may include, but not limited to the following:</p> <ul style="list-style-type: none"> <li>Field Supervision</li> <li>Field Engineering</li> <li>Field Office, Sheds, Toilets, Phones, etc.</li> <li>Performance and Payment/Latent Defects Bonds</li> <li>Cost Certification</li> <li>Building Permits</li> <li>Site Security</li> <li>Temporary Utilities</li> <li>Property Insurance</li> <li>Cleaning/Rubbish Removal.</li> </ul>

<b>Fld Name / Item No.</b>	<b>Instruction</b>
40 General Overhead	<p>Enter any general operation items necessary for the contractor to be in business. Do not include items that pertain to a specific project. Items may include, but are not limited to the following:</p> <p>Tools and Minor Equipment  Worker's Compensation and Employers Liability  Unemployment Tax  Social Security and Medicare  Manager's Clerical, and Estimators Salaries  Profit Sharing, Pension, and Bonus Plan  Main Office Insurance, Rental Utilities, Misc Expenses  General Liability Insurance  Legal Accounting and Data Processing  Automobile and Light Truck Expense  Vehicle Expenses  Depreciation of Overhead Capital Expenditures  Office Equipment Maintenance  .</p>
41 Other Fees Paid By Contractor	Enter the fees and allowances assessed to the contractor after construction has started and not included in the General Requirements.
42 Total Costs	Enter the sum of lines 38 through 41. It represents the total general overhead, for all improvements and work to be completed by the contractor.
43 Builders Profit	The total amount of profit to be earned by the contractor for the specific project.
44 Total Construction Cost	The sum of lines 42 and 43. This represents the total cost for all items of construction. Except in cases involving the owner-builder method of construction, this sum also represents the construction contract sum.
45 Architectural Fees	Architectural design, negotiation, and contract administration fees which are included in the owner-architect agreement(s). The amount will also include fees for engineering design services if contracted separately.
46 Survey and Engineering	Fees for land or topographical surveys, and special engineering services such as soil evaluations, which are not provided by the contractor or the firm(s) included in line 45 above.
47 Financing Costs Loan Fees	Interim Lenders points and loan fees not including interest on the interim construction loan. When multiple advances of Rural Development loan funds are used, this line should be left blank.

<b>Fld Name / Item No.</b>	<b>Instruction</b>
48 Interest During Construction	Interest on the interim construction loan or Rural Development loan that will accrue during the construction period.
49 Closing Costs & Legal Fees	Owners and Mortgage Title insurance premiums, escrow fees, appropriate attorney fees for loan closing, recording fees, and other costs necessary to closing the Rural Development loan. Do not include legal fees necessary to create applicant-organizations other than non-profit corporations using Rural Development sample articles of incorporation and by-laws, legal fees for amending organization documents in order for the applicant to be eligible for a Rural Development loan, or any costs associated with syndicating and applicant organization.
50 Land Cost or Value	The cost of purchasing the proposed building site. If the applicant will contribute free and clear title to the building site, this amount will be the Rural Development recognized value of the land.
51 Nonprofit O&M Capital	Initial operation and maintenance capital for nonprofit organization and public body applicants.
52 Tap and or Impact Fees	Fees charged to the applicant for tapping into existing utility systems and for impacting on local community facilities and services.
53 Tax Credit Fees	The charge to apply for Low Income Housing Tax Credits (Tax Credit Application Fee) and the necessary professional expenses to file the Tax Credit Application. No other fee or expense associated with Low Income Housing Tax Credits will be included.
54 Environmental Fees	The fee charged to the applicant for the preparation of a professional Environmental or Historical Preservation assessment, permits and other charges to comply with the National Historic Preservation Act of 1966, the Archaeological and Historical Preservation Act of 1974, and Executive Order 11593 dated May 13, 1971.
55 Market Study Cost	The fee charged to the applicant for developing and preparing an assessment of the housing market.
58 Total Development Cost	The sum of lines 44 through 57. This sum represents the total cost of completing the entire project.

*Itemized Breakdown-Estimated Costs*

<b>Fld Name / Item No.</b>	<b>Instruction</b>
1 Contractors General Requirements	Enter each specific item and the total for each item. Also enter total of all items listed.
2 Contractors General Overhead	Enter each specific item and the total for each item. Also enter total of all items listed.
3 Other Fees Paid by Contractor	Enter each specific item and the total for each item. Also enter total of all items listed.

<b>Fld Name / Item No.</b>	<b>Instruction</b>
1 Identity of Interest	Check box if applicable.
2 Attachment	Check box if applicable.

*Estimates*

<b>Fld Name / Item No.</b>	<b>Instruction</b>
3 Date	Enter the date signed by the contractor.
4 Name of Contractor	Enter the name of the contractor.
5 Signature	Contractors Signature.
6 Title	Contractors Title.



<b>Fld Name / Item No.</b>	<b>Instruction</b>
7 Date	Enter the date signed by the mortgagor.
8 Name of Mortgagor	Enter the name of the mortgagor.
9 Signature	Mortgagors Signature.
10 Title	Mortgagors Title.

*Actual*

<b>Fld Name / Item No.</b>	<b>Instruction</b>
11 Date	Enter the date signed by the contractor.
12 Name of Contractor	Enter the name of the contractor.
13 Signature	Contractors Signature.
14 Title	Contractors Title.
15 Date	Enter the date signed by the mortgagor.
16 Name of Mortgager	Enter the name of the mortgagor.
17 Signature	Mortgagors Signature.
18 Title	Mortgagors Title.

### ON FARM LABOR HOUSING MANAGEMENT PLAN

This plan is to be submitted every 3-years by all On-Farm Labor Housing (FLH) Borrowers, or immediately, if any changes are made in the management of the Labor Housing Unit(s).

Name of Property: \_\_\_\_\_

No. of units: \_\_\_\_\_

Breakdown of units: 1 BR \_\_\_\_\_

2 BR \_\_\_\_\_

How many buildings and explain the style of housing (single house, bunk house, apartment style, etc.):

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#### 1. Personal policy and staffing arrangements

**Choose One:**

\_\_\_\_\_ I am solely responsible for the oversight of the On-Farm Labor House.

\_\_\_\_\_ I have staff that assists in the oversight/management of the On-Farm Labor House.

**Complete: Name / Contact Information of staff person(s):**

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**YES / NO / NA :** Staff is aware of the responsibilities with applicable Rural Development requirements for On-Farm Labor Housing. (If no staff, then omit.)

**YES / NO :** The On-Farm Labor Housing project is 5 units or greater. (If YES the project requires an Affirmative Fair Housing Marketing Plan.)

#### 2. Leasing and occupancy policies

**YES / NO:** Eligible tenant(s) live at the On-Farm Labor Housing.

**YES / NO:** This On-Farm Labor Housing is for migrant or seasonal occupancy. [If migrant or seasonably occupied, explain the terms of season opening and closing dates.]

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**YES / NO** : Tenant(s) have a rental agreement for occupancy. (Attach a copy of the rental agreement to this plan.)

**YES / NO** : A set of established rules and regulations for the On-Farm Labor Housing have been created. (Attach a copy of the rules and regulations to this plan.)

**YES / NO** (circle one): Language(s), other than English is spoken, and all documents have been translated to ensure persons will understand rental agreements, rules, and other notices.

If YES above, what procedures are used to explain rental agreements, rules, and other notices.

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Describe how the owner will make known to tenant(s) that reasonable accommodations may be requested.

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How may a tenant request a reasonable accommodation?

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Who determines if the reasonable accommodation will be completed and not cause an undue financial burden?

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### 3. **Occupancy Charges**

The term “Rent” means any charge made by the landlord to an eligible tenant household for the use and occupancy of the housing and includes utilities (i.e. electric, gas (propane or natural), water, waste disposal, etc.) or the requirement that the tenant pay the utilities directly to the utility provider.

All requests for rent and/or utility charges and any other fees associated with the On-Farm Labor Housing will receive prior Rural Development approval and will follow 7 CFR 3560, Subpart M and HB 2-3560, 3.23. All rent charges and fees must also follow State and Local laws and regulations.

A. We **WILL / WILL NOT** charge rent / utilities to the tenant of the On-Farm Labor Housing.  
**IF** rent / utilities are charged, explain the collection of the rent / utilities, including due date, where paid, late charges, etc.:

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B. We **WILL / WILL NOT** direct tenants to pay utilities directly to the utility provider. \*\*  
\*\* If utilities are paid by the tenant directly to the utility company:  
Are the utilities in the name of the tenant? **YES / NO**  
NAME OF UTILITY COMPANY: \_\_\_\_\_

C. We **WILL / WILL NOT** charge a Security Deposit or other fees to a tenant of an On-Farm Labor Housing.  
Explain: If a Security Deposit or other fees are charged:

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**4. Procedures for requesting and implementing a rent or occupancy charge change**

Annual budgets will be submitted in \_\_\_\_\_ (month) each year.

Annual income and expenses will be submitted in \_\_\_\_\_ (month) each year.

**YES / NO:** Documentation to request a change in rent and/or utility charges will be provided with the annual budget. (If no charges to tenants, then omit.) If a rent increase is requested, the budget will need to be submitted at least 60 days prior to the increasing going into effect. Tenants need to be notified 60 days before the effective date.

**5. Maintenance and Repair**

Explain maintenance procedures, including performing safety check on appliances, smoke/fire/CO2 alarms, fire extinguishers, outside lighting, snow removal (as applicable), etc.

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Explain interior / exterior painting.

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Explain maintenance with a tenant move-in / move-out.

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Explain major repairs and grounds maintenance

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Explain garbage and trash removal.

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Explain how a tenant requests maintenance

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**6. Supplemental services**

**YES / NO** Laundry machines are provided.

**YES / NO** Are the machines coin-operated?

**YES / NO** Will the machines be owner operated?

**YES / NO** Will the machines be vendor operated? (if YES describe the general terms of the consignment contract below.)

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Describe how this equipment will be maintained, internal control of cash collections, and who is responsible:

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**7. Accounting, Record Keeping, Reporting Requirements**

**YES / NO** The project has 12 or more units. (if YES a reserve account is required to be maintained)

Describe the accounting method and records that will be used, how they will be maintained, and who is responsible:

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Describe how interest earned on project reserve funds will be prorated and accounted "separately" if such funds are deposited jointly with funds of another project owned by the same borrower. (if applicable):

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Describe who will be responsible for preparing and submitting annual reports required by Rural Development:

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Describe the record maintenance system, retention of records, where records will be kept, and who will be responsible for maintaining these records:

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**8. Energy Conservation Measures and Practices**

Describe the plan to inform and encourage tenants/members in use of energy conservation practices they can use in their unit to save utility expense:

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Describe the plan to utilize energy conservation practices in the common areas of the project:

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Describe the project objective in implementing energy conservation measures:

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**9. Tenant Grievance Procedure**

Describe where the Tenant Grievance and Appeals Procedure will be posted in the project and otherwise made available to tenants:

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Describe who will be responsible for responses to and consideration of a tenant/member grievance:

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**10. Termination of leases or occupancy agreements and eviction**

Describe who is responsible for knowing and administering State and local laws and Rural Development's requirements regarding termination of leases or occupancy agreements and evictions:

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Describe who is responsible for knowing and administering State and local laws and Rural Development's requirements regarding the notification that must be given to a tenant or member when termination of lease or occupancy agreement is proposed and subsequent eviction procedures through the State or local judicial process:

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**11. Insurance**

Who is responsible for complying with Rural Development's insurance requirements?

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**12. Violence Against Women Act (VAWA)**

Describe the policies and procedures covering VAWA rights and protections that support and assist actual and imminent victims of domestic violence, dating violence, sexual assault or stalking as well as children and members of the household from being denied housing or from losing their housing as a consequence of domestic violence, dating violence, sexual assault or

stalking, including a person or position in the owner's organization that is the key contact:

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We understand that our Loan Agreement, Real Estate Mortgage and Promissory Note contain additional requirements and conditions which we will adhere to in the management and operation of the On-Farm Labor Housing unit(s).

Borrowers will promptly notify USDA-Rural Development (or successor agencies) of any change in the manner this Labor Housing Unit(s) is managed.

This plan is not in effect until acknowledged by a USDA-Rural Development.

\_\_\_\_\_  
SIGNATURE OF BORROWER

\_\_\_\_\_  
DATE

PHONE NO.:

EMAIL ADDRESS:

MAILING ADDRESS:

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\_\_\_\_\_  
ACKNOWLEDGEMENT:  
USDA-RURAL DEVELOPMENT

\_\_\_\_\_  
DATE





## Unable to Obtain Credit

Evidence that credit is unable to be obtained elsewhere from any source upon terms and conditions, applicant could reasonably be expected to fulfill and that in accordance with **HB-1-3560 12.6**.

### 12.6 LOAN AND GRANT FUND USES

#### A. Eligible Uses of Funds [7 CFR 3560.53(k) and (o)]

In addition to the eligible uses of loan funds listed in **Attachment 4-B**, loan and grant funds may also be used to provide:

- Reimbursement for technical assistance received from another nonprofit organization,

including legal, technical, and professional fees of up to 4 percent of TDC to assist in the organization's formation and in the development and packaging of a loan application;

- Initial operating expenses of up to 2 percent of the development cost for any type of

applicant except an individual farm owner, family farm corporation or partnership, an association of farmers, or a limited partnership;

- Tenant-related facilities that the applicant can document are necessary, such as daycare facilities and computer learning centers; and
- Facilities for seasonal or temporary use with appropriate furnishings and equipment.

#### B. Prohibited Uses of Funds [7 CFR 3560.554]

Loan and grant funds may not be used for any purpose prohibited by 7 CFR 3560.554, the same prohibitions that apply to Section 515 loans, except that Section 514/516 funds may be used to finance the development of housing to serve primarily temporary and transient residents (see **Attachment 4-C**).

**Agency may make an exception to the requirement that an applicant be unable to obtain the necessary credit elsewhere [7 CFR 3560.55(a)(2)] when all of the following conditions exist:**

- There is a need in the area for housing for migrant farmworkers, and the applicant will provide such housing; and
- There are no qualified State or political subdivisions or public or private nonprofit organizations currently available or likely to become available within a reasonable period of time who are willing and able to provide the housing.

UNITED STATES DEPARTMENT OF AGRICULTURE  
RURAL DEVELOPMENT

**APPLICANT CERTIFICATION**  
**FEDERAL COLLECTION POLICIES FOR CONSUMER OR COMMERCIAL DEBTS**

The Federal Government is authorized to check credit information about the applicant(s) including using the federal Credit Alert Interactive Voice Response System (CAIVRS) or its successors to check to see if the applicant(s) are delinquent or in default on a Federal debt.

The Federal Government is also authorized by law to take any or all of the following actions in the event your loan payments become delinquent or you default on your loan:

- Report your name and account information to a credit reporting agency, and the Credit Alert Interactive Voice Response System (CAIVRS).
- Assess interest and penalty charges for the period of time that payment is not made.
- Assess charges to cover additional administrative costs incurred by the government to service your account.
- Offset amounts to be paid to you from your Federal income tax refund.
- Offset amounts to be paid to you under other Federal Programs.
- Refer your account to a private collection agency to collect the amount due.
- Foreclose on any security you have given for the loan.
- Pursue legal action to collect through the courts.
- Report any written off debt to the Internal Revenue Service as taxable income.
- If you are a current or retired Federal employee, take action to offset your salary, or civil service retirement benefits.
- Debar or suspend you from doing business with the Federal Government either as a participant or principal throughout the executive branch of the Federal Government for the period of debarment or suspension.
- Refer any debt that is delinquent to the Treasury Offset Program (TOP) in accordance with the Debt Collection Improvement Act of 1996.
- Refer any eligible debt that is delinquent to the Treasury for cross servicing in accordance with the Debt Collection Improvement Act of 1996.
- Garnish your wages as allowed by the Debt Collection Improvement Act of 1996.

Any or all of these actions may be used to recover any debts owed when it is determined to be in the interest of the Government to do so.

CERTIFICATION: I/we have read and I/we understand the actions the Federal Government may take in the event that I/we fail to meet my/our scheduled payments in accordance with the terms and conditions of my/our agreement. I/we understand that the above list is not all inclusive and that the Federal Government may deem additional actions necessary to collect should I/we become delinquent.

(Signature-Individual(s))	(Date)	(Signature-Individual(s))	(Date)
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(SEAL)	(Date)	(Name of Applicant)
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(Signature of Authorized Entity Official)

ATTEST:

(Title of Authorized Entity Official)

(Signature of Attesting Official)

(Address)

(Title of Attesting Official)

(City, State, and Zip Code)

EQUAL OPPORTUNITY AGREEMENT

This agreement, dated \_\_\_\_\_ between \_\_\_\_\_

(herein called "Recipient" whether one or more) and United States Department of Agriculture (USDA), pursuant to the rules and regulations of the Secretary of Labor (herein called the 'Secretary') issued under the authority of Executive Order 11246 as amended, witnesseth:

In consideration of financial assistance (whether by a loan, grant, loan guaranty, or other form of financial assistance) made or to be made by the USDA to Recipient, Recipient hereby agrees, if the cash cost of construction work performed by Recipient or a construction contract financed with such financial assistance exceeds \$10,000 - unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965.

1. To incorporate or cause to be incorporated into any contract for construction work, or modification thereof, subject to the relevant rules, regulations, and orders of the Secretary or of any prior authority that remain in effect, which is paid for in whole or in part with the aid of such financial assistance, the following "Equal Opportunity Clause":

During the performance of this contract, the contractor agrees as follows:

- (a) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the USDA setting forth the provisions of this nondiscrimination clause.
- (b) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- (c) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the USDA, advising the said labor union or workers' representative of the contractor's commitments under this agreement and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (d) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of all rules, regulations and relevant orders of the Secretary of Labor.
- (e) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, rules, regulations, and orders, or pursuant thereto, and will permit access to his books, records, and accounts by the USDA Civil Rights Office, and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (f) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by Law.
- (g) The contractor will include the provisions of paragraph 1 and paragraph (a) through (g) in every subcontract or purchase order, unless exempted by the rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the USDA may direct as a means of enforcing such provisions, including sanctions for noncompliance: **Provided, however**, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the USDA, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0201 and 0575-0189, which expire 3/31/2026. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection information. All responses to this collection of information are voluntary. Any questions on this burden can be sent to [ICRMTRRequests@usda.gov](mailto:ICRMTRRequests@usda.gov).

2. To be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the organization so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.
3. To notify all prospective contractors to file the required 'Compliance Statement', Form RD 400-6, with their bids.
4. Form AD-425, Instructions to Contractors, will accompany the notice of award of the contract. Bid conditions for all nonexempt federal and federally assisted construction contracts require inclusion of the appropriate "Hometown" or "Imposed" plan affirmative action and equal employment opportunity requirements. All bidders must comply with the bid conditions contained in the invitation to be considered responsible bidders and hence eligible for the award.
5. To assist and cooperate actively with USDA and the Secretary in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and rules, regulations, and relevant orders of the Secretary, that will furnish USDA and the Secretary such information such as , but not limited to, Form AD-560, Certification of Nonsegregated Facilities, to submit the Monthly Employment Utilization Report, Form CC-257, as they may require for the supervision of such compliance, and that it will otherwise assist USDA in the discharge of USDA's primary responsibility for securing compliance.
6. To refrain from entering into any contract or contract modification subject to such Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and Federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by USDA or the Secretary of Labor pursuant to Part II, Subpart D, of the Executive Order.
7. That if the recipient fails or refuses to comply with these undertakings, the USDA may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the organization under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such organization; and refer the case to the Department of Justice for appropriate legal proceedings.

Signed by the Recipient on the date first written above.

\_\_\_\_\_  
Recipient

\_\_\_\_\_  
Recipient

(CORPORATE SEAL)

\_\_\_\_\_  
Name of Corporate Recipient

Attest:

\_\_\_\_\_  
Secretary

By \_\_\_\_\_  
President

**USDA**  
Form RD 400-4  
(Rev. 08-22)

*Position 3*

**ASSURANCE AGREEMENT**  
(Under Title VI, Civil Rights Act of 1964)

The

---

*(name of recipient)*

---

*(address)*

As a condition of receipt of Federal financial assistance, you acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions of national laws and policies prohibiting discrimination, including but not limited to:

1. Title VI of the Civil Rights Act of 1964, as amended, which prohibits you from discriminating on the basis of race, color, or national origin (42 U.S.C. 2000d et seq.), and 7 CFR Part 15, 7 CFR 1901, Subpart E.

As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs [in accordance with USDA RD LEP Guidance for RD Funded (Assisted) Programs]. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. You are encouraged to consider the need for language services for LEP persons served or encountered both in developing your budgets and in conducting your programs and activities. For assistance and information regarding your LEP obligations, go to <http://www.lep.gov>;

2. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating on the basis of sex in education programs or activities (20 U.S.C. 1681 et seq.) [as implemented by 7 CFR Part 15, 7 CFR 1901, Subpart E];
3. The Age Discrimination Act of 1975, as amended, which prohibits you from discriminating on the basis of age (42 U.S.C. 6101 et seq.) [as implemented by 7 CFR Part 15, 7 CFR 1901, Subpart E];
4. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits you from discriminating on the basis of disability (29 U.S.C. 794) [as implemented by 7 CFR Part 15, 7 CFR Part 15b, 7 CFR 1901, Subpart E];
5. Title VIII of the Civil Rights Act, which prohibits you from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (42 U.S.C. 3601 et seq.), as implemented by the Department of Housing and Urban Development at 24 CFR part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units, i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators) be designed and constructed with certain accessible features, see 24 CFR Part 100.201; and
6. Titles II and III of the Americans with Disabilities Act, which prohibit you from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189), as implemented by Department of Justice regulations at 28 C.F.R. parts 35 and 36, and 7 CFR Part 15, 7 CFR Part 15b, 7 CFR 1901, Subpart E.

You also acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions governing USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) access to records, accounts, documents, information, facilities, and staff :

1. You must cooperate with any compliance review or complaint investigation conducted by USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service).
2. You must give USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) access to and the right to examine and copy records, accounts, and other documents and sources of information related to the grant and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by Title VI, Title IX, Age, and Section 504 implementing regulations and other applicable laws or program guidance.
3. You must keep such records and submit to the responsible Department official or designee timely, complete, and accurate compliance reports at such times, and in such form and containing such information, as the responsible Department official or his designee may determine to be necessary to ascertain whether you have complied or are complying with relevant obligations.
4. You must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. Make available to users, participants, beneficiaries and other interested persons such information regarding the provisions of this agreement and the regulations, and in such manner as the Rural Development or the U.S. Department of Agriculture finds necessary to inform such persons of the protection assured them against discrimination.
6. If, during the past three years, you (the recipient) have been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status, you must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements.
7. In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status against you, or you settle a case or matter alleging such discrimination, you must forward a copy of the complaint and findings to USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), Office of Civil Rights.

The United States has the right to seek judicial enforcement of these obligations.

You also acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions of program-specific nondiscrimination policy requirements found at CFR Part 15, 7 CFR Part 15 b, 12 CFR Part 202, 7 CFR 1901, Subpart E., DR4300-003, DR4330-0300, DR4330-005.

#### Period of Obligation

In the case of any service, financial aid, covered employment, equipment, property, or structure provided, leased, or improved with federal assistance extended to the Recipient by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), this assurance obligates the Recipient for the period during which federal assistance is extended. In the case of any transfer of such service, financial aid, equipment, property, or structure, this assurance obligates the transferee for the period during which federal assistance is extended. If any personal property is so provided, this assurance obligates the Recipient for the period during which it retains ownership or possession of the property. In all other cases, this assurance obligates the Recipient for the period during which the federal assistance is extended to the Recipient by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service).

#### Employment Practices

Where a primary objective of the federal assistance is to provide employment or where the Recipient's employment practices affect the delivery of services in programs or activities resulting from federal assistance extended by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), the Recipient agrees not to discriminate on the grounds of race, color, national origin, sex, age, or disability, in its employment practices. Such employment practices may include, but are not limited to, recruitment, advertising, hiring, layoff or termination, promotion, demotion, transfer, rates of pay, training and participation in upward mobility programs; or other forms of compensation and use of facilities.

Data Collection

The Recipient agrees to compile and maintain information pertaining to programs or activities developed as a result of the Recipient's receipt of federal assistance from Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service). Such information shall include, but is not limited to the following: (1) the manner in which services are or will be provided and related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination; (2) the population eligible to be served by race, color, national origin, sex, age, and disability; (3) data regarding covered employment including use or planned use of bilingual public contact employees serving beneficiaries of the program where necessary to permit effective participation by beneficiaries unable to speak or understand English; (4) the location of existing or proposed facilities connected with the program and related information adequate for determining whether the location has or will have the effect of unnecessarily denying access to any person on the basis of prohibited discrimination; (5) the present or proposed membership by race, color, national origin, sex, age and disability in any planning or advisory body which is an integral part of the program; and (6) any additional written data determined by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) to be relevant to the obligation to assure compliance by recipients with laws cited in this assurance agreement.

Under penalty of perjury, the undersigned officials certify that they have read and understand their obligations as herein described, that the information submitted in conjunction with this Document is accurate and complete, and that the recipient is in compliance with the nondiscrimination requirements set out above.

Rights and remedies provided for under this agreement shall be cumulative.

In witness whereof, \_\_\_\_\_ on this  
*(name of recipient)*

date has caused this agreement to be executed by its duly authorized officers and its seal affixed hereto, or, if a natural person, has hereunto executed this agreement.

(S E A L)

\_\_\_\_\_  
*Recipient*

\_\_\_\_\_  
*Date*

*Attest:* \_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Title*

COMPLIANCE STATEMENT

This statement relates to a proposed contract with \_\_\_\_\_

\_\_\_\_\_  
(Name of borrower or grantee)

who expects to finance the contract with assistance from either the Rural Housing Service (RHS), Rural Business-Cooperative Service (RBS), or the Rural Utilities Service (RUS) or their successor agencies, United States Department of Agriculture (whether by a loan, grant, loan insurance, guarantee, or other form of financial assistance). I am the undersigned bidder or prospective contractor, I represent that:

1. I  have  have not, participated in a previous contract or subcontract subject to Executive Order 11246 (regarding equal employment opportunity) or a preceding similar Executive Order.
2. If I have participated in such a contract or subcontract, I  have,  have not, filed all compliance reports that have been required to file in connection with the contract or subcontract.  
 If the proposed contract is for \$50,000 or more: or  if the proposed nonconstruction contract is for \$50,000 or more and I have 50 or more employees, I also represent that:
3. I  have,  have not previously had contracts subject to the written affirmative action programs requirements of the Secretary of Labor.
4. If I have participated in such a contract or subcontract,  I have,  have not developed and placed on file at each establishment affirmative action programs as required by the rules and regulations of the Secretary of Labor.

I understand that if I have failed to file any compliance reports that have been required of me, I am not eligible and will not be eligible to have my bid considered or to enter into the proposed contract unless and until I make an arrangement regarding such reports that is satisfactory to either the RHS, RBS or RUS, or to the office where the reports are required to be filed.

I also certify that I do not maintain or provide for my employees any segregated facilities at any of my establishments, and that I do not permit my employees to perform their services at any location, under my control, where segregated facilities are maintained. I certify further that I will not maintain or provide for my employees any segregated facilities at any of my establishments, and that I will not permit my employees to perform their services at any location, under my control, where segregated facilities are maintained. I agree that a breach of this certification is a violation of the Equal Opportunity clause in my contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms and wash rooms, restaurants and other eating areas time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin, because of habit, local custom, or otherwise. I further agree that (except where I have obtained identical certifications for proposed subcontractors for specific time periods) I will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause; that I will retain such certifications in my files; and that I will forward the following notice to such proposed subcontractors (except where the proposed subcontractors have submitted identical certifications for specific time periods):

*A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 0575-0201. Public reporting for this collection of information is estimated to be approximately 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are voluntary. However, in order to obtain or retain a benefit, the information in this form is required 7 CFR 1901-E. Rural Development has no plans to publish information collected under the provisions of this program. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Rural Development Innovation Center, Regulations Management Division at [ICRMRequests@usda.gov](mailto:ICRMRequests@usda.gov).*



**NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENTS FOR  
CERTIFICATIONS OF NON-SEGREGATED FACILITIES**

A certification of Nonsegregated Facilities, as required by the May 9, 1967, order (32F.R. 7439, May 19, 1967) on Elimination of Segregated Facilities, by the Secretary of Labor, must be submitted prior to the award of a subcontract exceeding \$ 10,000 which is not exempt from the provisions of the Equal Opportunity clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

Date \_\_\_\_\_

\_\_\_\_\_  
*(Signature of Bidder or Prospective Contractor)*

\_\_\_\_\_  
*Address (including Zip Code)*

## Instructions for RD0400-0006

### **COMPLIANCE STATEMENT**

The bidder or prospective contractor for new construction completes this form. Rural Development (RD) uses this form to reveal whether the bidder or prospective contractor is in default with respect to Compliance reports required under any previously covered contract or subject to the Affirmative Action Program and to provide for certification regarding the maintenance or use of non-segregated facilities.

Submit the original of the completed form in hard copy or facsimile to the appropriate Rural Development servicing office.

Features for transmitting the form electronically are available to those customers with access credentials only. If you would like to establish online access credentials with USDA, follow the instructions provided at the USDA eForms web site.

***Bidders and prospective contractors must complete all of the items specified in the following table.***

<b>Fld Name / Item No.</b>	<b>Instruction</b>
1 Name of borrower or grantee	Enter the name of the applicant/borrower or grant recipient.
2 Questions 1-4	Check the appropriate box for each question.
3 Date	Enter the date this form is signed.
4 Signature	Enter your signature as the Bidder or Prospective Contractor.
5 Address	Enter your address as the Bidder or Prospective Contractor.

**United States Department of Agriculture  
Rural Development  
Rural Housing Service**

**AUTHORIZATION TO RELEASE INFORMATION**

TO: \_\_\_\_\_

RE: \_\_\_\_\_  
Account or Other Identifying Number

\_\_\_\_\_  
Name of Customer

I, and/or adults in my household, have applied for or obtained a loan or grant from the Rural Housing Service (RHS), part of the Rural Development mission area of the United States Department of Agriculture. As part of this process or in considering my household for interest credit, payment assistance, or other servicing assistance on such loan, RHS may verify information contained in my request for assistance and in other documents required in connection with the request.

I, or another adult in my household, authorize you to provide to RHS for verification purposes the following applicable information:

- Past and present employment or income records.
- Bank account, stock holdings, and any other asset balances.
- Past and present landlord references
- Other consumer credit references.

If the request is for a new loan or grant, I further authorize RHS to order a consumer credit report and verify other credit information.

I understand that under the Right to Financial Privacy Act of 1978, 12 U.S.C. 3401, **et seq.**, RHS is authorized to access my financial records held by financial institutions in connection with the consideration or administration of assistance to me. I also understand that financial records involving my loan and loan application will be available to RHS without further notice or authorization, but will not be disclosed or released by RHS to another Government agency or department or used for another purpose without my consent except as required or permitted by law.

This authorization is valid for the life of the loan.

The recipient of this form may rely on the Government's representation that the loan is still in existence.

The information RHS obtains is only to be used to process my request for a loan or grant, interest credit, payment assistance, or other servicing assistance. I acknowledge that I have received a copy of the Notice to Applicant Regarding Privacy Act Information. I understand that if I have requested interest credit or payment assistance, this authorization to release information will cover any future requests for such assistance and that I will not be renotified of the Privacy Act information unless the Privacy Act information has changed concerning use of such information.

**A copy of this authorization may be accepted as an original.**

Your prompt reply is appreciated.

\_\_\_\_\_  
Signature (Applicant or Adult Household Member)

\_\_\_\_\_  
Date

*According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless as displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0172. The time required to complete this information collection is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

*RHS Is An Equal Opportunity Lender*

SEE ATTACHED PRIVACY ACT NOTICE

## NOTICE TO APPLICANT REGARDING PRIVACY ACT INFORMATION

The information requested on this form is authorized to be collected by the Rural Housing Service (RHS), Rural Business-Cooperative Services (RBS), Rural Utilities Service (RUS) or the Farm Service Agency (FSA) ("the agency") by title V of the Housing Act of 1949, as amended (42 U.S.C. 1471 et seq.) or by the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.), or by other laws administered by RHS, RBS, RUS or FSA.

Disclosure of information requested is voluntary. However, failure to disclose certain items of information requested, including your Social Security Number or Federal Identification Number, may result in a delay in the processing of an application or its rejection. Information provided may be used outside of the agency for the following purposes:

1. When a record on its face, or in conjunction with other records, indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, disclosure may be made to the appropriate agency, whether Federal, foreign, State, local, or tribal, or other public authority responsible for enforcing, investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto, if the information disclosed is relevant to any enforcement, regulatory, investigative, or persecutive responsibility of the receiving entity.
2. A record from this system of records may be disclosed to a Member of Congress or to a Congressional staff member in response to an inquiry of the Congressional office made at the written request of the constituent about whom the record is maintained.
3. Rural Development will provide information from this system to the U.S. Department of the Treasury and to other Federal agencies maintaining debt servicing centers, in connection with overdue debts, in order to participate in the Treasury Offset Program as required by the Debt Collection Improvement Act, Pub. L. 104-134, Section 31001.
4. Disclosure of the name, home address, and information concerning default on loan repayment when the default involves a security interest in tribal allotted or trust land. Pursuant to the Cranston-Gonzales National Affordable Housing Act of 1990 (42 U.S.C. 12701 et seq.), liquidation may be pursued only after offering to transfer the account to an eligible tribal member, the tribe, or the Indian Housing Authority serving the tribe(s).
5. Referral of names, home addresses, social security numbers, and financial information to a collection or servicing contractor, financial institution, or a local, State, or Federal agency, when Rural Development determines such referral is appropriate for servicing or collecting the borrower's account or as provided for in contracts with servicing or collection agencies.
6. It shall be a routine use of the records in this system of records to disclose them in a proceeding before a court or adjudicative body, when: (a) the agency or any component thereof; or (b) any employee of the agency in his or her official capacity; or (c) any employee of the agency in his or her individual capacity where the agency has agreed to represent the employee, or (d) the United States is a party to litigation or has an interest in such litigation, and by careful review, the agency determines that the records are both relevant and necessary to the litigation, provided; however, that in each case, the agency determines that disclosure of the records is a use of the information contained in the records that is compatible with the purpose for which the agency collected the records.
7. Referral of names, home addresses, and financial information for selected borrowers to financial consultants, advisors, lending institutions, packagers, agents and private or commercial credit sources, when Rural Development determines such referral is appropriate to encourage the borrower to refinance the Rural Development indebtedness as required by title V of the Housing Act of 1949, as amended (42 U.S.C. 1471), or to assist the borrower in the sale of the property.
8. Referral of legally enforceable debts to the Department of the Treasury, Internal Revenue Service (IRS), to be offset against any tax refund that may become due the debtor for the tax year in which the referral is made, in accordance with the IRS regulations at 26 C.F.R. 301.6402-6T, Offset of Past Due Legally Enforceable Debt Against Overpayment, and under the authority contained in 31 U.S.C. 3720A.
9. Referral of information regarding indebtedness to the Defense Manpower Data Center, Department of Defense, and the United States Postal Service for the purpose of conducting computer matching programs to identify and locate individuals receiving Federal salary or benefit payments and who are delinquent in their repayment of debts owed to the U.S. Government under certain programs administered by Rural Development in order to collect debts under the provisions of the Debt Collection Act of 1982 (5 U.S.C. 5514) by voluntary repayment, administrative or salary offset procedures, or by collection agencies.
10. Referral of names, home addresses, and financial information to lending institutions when Rural Development determines the individual may be financially capable of qualifying for credit with or without a guarantee.
11. Disclosure of names, home addresses, social security numbers, and financial information to lending institutions that have a lien against the same property as Rural Development for the purpose of the collection of the debt. These loans can be under the direct and guaranteed loan programs.
12. Referral to private attorneys under contract with either Rural Development or with the Department of Justice for the purpose of foreclosure and possession actions and collection of past due accounts in connection with Rural Development.
13. It shall be a routine use of the records in this system of records to disclose them to the Department of Justice when: (a) The agency or any component thereof; or (b) any employee of the agency in his or her official capacity where the Department of Justice has agreed to represent the employee; or (c) the United States Government, is a party to litigation or has an interest in such litigation, and by careful review, the agency determines that the records are both relevant and necessary to the litigation and the use of such records by the Department of Justice is therefore deemed by the agency to be for a purpose that is compatible with the purpose for which the agency collected the records.

## NOTICE TO APPLICANT REGARDING PRIVACY ACT INFORMATION- CONTINUED

14 Referral of names, home addresses, social security numbers, and financial information to the Department of Housing and Urban Development (HUD) as a record of location utilized by Federal agencies for an automatic credit prescreening system.

15. Referral of names, home addresses, social security numbers, and financial information to the Department of Labor, State Wage Information Collection Agencies, and other Federal, State, and local agencies, as well as those responsible for verifying information furnished to qualify for Federal benefits, to conduct wage and benefit matching through manual and/or automated means, for the purpose of determining compliance with Federal regulations and appropriate servicing actions against those not entitled to program benefits, including possible recovery of improper benefits.

16. Referral of names, home addresses, and financial information to financial consultants, advisors, or underwriters, when Rural Development determines such referral is appropriate for developing packaging and marketing strategies involving the sale of Rural Development loan assets.

17. Rural Development, in accordance with 31 U.S.C. 3711(e)(5), will provide to consumer reporting agencies or commercial reporting agencies information from this system indicating that an individual is responsible for a claim that is current.

18. Referral of names, home addresses, home telephone numbers, social security numbers, and financial information to escrow agents (which also could include attorneys and title companies) selected by the applicant or borrower for the purpose of closing the loan.

19. Disclosures pursuant to 5 U.S.C. 552a(b)(12): Disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 168a(f) or the Federal Claims Collection Act (31U.S.C. 3701(a)(3)).

## Instructions for RD3550-0001

### ***AUTHORIZATION TO RELEASE INFORMATION***

Applicants and borrowers may be required to complete this form for specific loan applications or requested servicing actions as specified by your Rural Development (RD) servicing office. Contact your RD servicing office before completing it. RD uses the form to authorize release of needed information from employers, creditors, landlords, commercial banks, etc., to RD. A separate form should be completed for each applicant or borrower.

Submit the original of the completed form in hard copy to the appropriate RD servicing office with your loan application or other loan servicing documents.

Features for transmitting the form electronically are available to those customers with access credentials only. If you would like to establish online access credentials with USDA, follow the instructions provided at the USDA eForms web site.

***Applicants and borrowers must complete all of the items specified in the following table.***

<b>Fld Name / Item No.</b>	<b>Instruction</b>
1 To	Leave blank.
2 Re	Leave blank.
3 Name of Customer	Enter your name.
4 Signature	Enter your signature.
5 Date	Enter the date the form has been signed.

## REQUEST FOR VERIFICATION OF EMPLOYMENT

LENDER, LOCAL PROCESSING AGENCY (LPA), AND LOAN PACKAGER: Complete items 1 through 7. Have the applicant sign. Forward the completed form directly to the employer named in item 1. CONTRACTOR: Complete items 1 through 7. Have applicant or borrower sign. Forward the completed form directly to the USDA or lender office identified in item 2. EMPLOYER/PROVIDER: Complete either parts II and IV or parts III and IV. Return form directly to the office identified in item 2 of Part I.

### PART I - REQUEST

1. TO: (Name and Address of Employer)	2. FROM: (Name and Address of Lender or Local Processing Agency) <i>This item must be completed before sending to employer.</i>	
3. I certify that this verification has been sent directly to the employer and has not passed through the hands of the applicant or any other interested party.  <hr/> <i>(Signature of Lender, Official of LPA, USDA Official/USDA Loan Packager or Government)</i>	4. TITLE OF LENDER OFFICIAL OF LPA, USDA OFFICIAL, MFH PROJECT MGR., OR USDA LOAN PACKAGER	5. DATE
	6. HUD/FHA/CPD, VA OR USDA NO.	
7. NAME AND ADDRESS OF APPLICANT	I have applied for a mortgage loan, a farm loan or a rehabilitation loan or to be an occupant in an MFH project and stated that I am or was employed by you. My signature in the block below authorizes verification of my employment information.	
SIGNATURE OF APPLICANT		

### PART II - VERIFICATION OF PRESENT EMPLOYMENT/INCOME

EMPLOYMENT DATA	PAY DATA				
8. APPLICANT'S DATE OF EMPLOYMENT	11A. BASE PAY (Current) OR OTHER INCOME			<b>For Military Personnel Only</b>	
9. PRESENT POSITION	\$ _____ <input type="checkbox"/> Annual	\$ _____ <input type="checkbox"/> Hourly			
10. PROBABILITY OF CONTINUED EMPLOYMENT	\$ _____ <input type="checkbox"/> Monthly	\$ _____ <input type="checkbox"/> Weekly			
12. IF OVERTIME OR BONUS IS APPLICABLE IS ITS CONTINUANCE LIKELY?	11B. EARNINGS				
OVERTIME <input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	\$ _____	\$ _____	Type	
BONUS <input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	\$ _____	\$ _____	Monthly Amount	
				RATIONS	
				FLIGHT OR HAZARD	
				CLOTHING	
				QUARTERS	
				PRO PAY	
				OVERSEAS OR COMBAT	

13. REMARKS (If paid hourly, please indicate average hours worked each week during current and past year)

a. Number of hours worked per week	b. Anticipated increase or decrease in salary in next 12 months	c. Anticipated overtime hours to be worked in next 12 months	d. If seasonal employment, anticipated number of weeks in the next 12 months
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### PART III - VERIFICATION OF PREVIOUS EMPLOYMENT

14. DATES OF EMPLOYMENT	15. SALARY/WAGE AT TERMINATION PER <input type="checkbox"/> YEAR <input type="checkbox"/> MONTH <input type="checkbox"/> WEEK			
16. REASONS FOR LEAVING	BASE PAY \$ _____	OVERTIME \$ _____	COMMISSIONS \$ _____	BONUS \$ _____
17. POSITION HELD				

### PART IV

**Federal statutes provide severe civil and criminal penalties for any person who knowingly makes false or fraudulent statements or representations to a government agency or officer with the intention of influencing any action by such agency or officer.**

18. SIGNATURE  Printed name and phone number	19. TITLE OF EMPLOYER	20. DATE
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According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0172. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

**SEE ATTACHED PRIVACY ACT NOTICE**

Position 3  
UNITED STATES DEPARTMENT OF AGRICULTURE  
Rural Development

**PRIVACY ACT STATEMENT TO REFERENCES**

Rural Development is authorized by the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et. seq.); and Title V of the Housing Act of 1949, as amended (42 U.S.C. 1471 et. seq.), to solicit the information requested.

Disclosure of the information requested is voluntary. However, information provided is of considerable value to the Agencies in determining the repayment ability of individuals and their eligibility for Agency programs. There will be no consequences to you if you do not provide the information requested.

Your name, and the information you provide, will be released to the applicant at the applicant's request. Some information will be available to any requester under the provisions of the Freedom of Information Act.

The information you provide may be referred to another agency, whether Federal, State, local or foreign, charged with the responsibility of investigating or prosecuting a violation of law, or of enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto, of any record within this system when information available indicates a violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by rule, regulation or order issued pursuant thereto.

Rural Development is a Equal Opportunity Lender,  
Complaints of discrimination based on race, sex, religion,  
national origin or marital status should be sent to:  
Secretary of Agriculture, Washington D.C. 20250.



## NOTICE TO APPLICANT REGARDING PRIVACY ACT INFORMATION

The information requested on this form is authorized to be collected by the Rural Housing Service (RHS), Rural Business-Cooperative Services (RBS), Rural Utilities Service (RUS) or the Farm Service Agency (FSA) ("the agency") by title V of the Housing Act of 1949, as amended (42 U.S.C. 1471 et seq.) or by the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.), or by other laws administered by RHS, RBS, RUS or FSA.

Disclosure of information requested is voluntary. However, failure to disclose certain items of information requested, including your Social Security Number or Federal Identification Number, may result in a delay in the processing of an application or its rejection. Information provided may be used outside of the agency for the following purposes:

1. When a record on its face, or in conjunction with other records, indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, disclosure may be made to the appropriate agency, whether Federal, foreign, State, local, or tribal, or other public authority responsible for enforcing, investigating, or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto, if the information disclosed is relevant to any enforcement, regulatory, investigative, or prosecutive responsibility of the receiving entity.
2. A Record from this system of records may be disclosed to a Member of Congress or to a congressional staff member in response to an inquiry of the congressional office made at the written request of the constituent about whom the record is maintained.
3. Rural Development will provide information from this system to the U.S. Department of the Treasury and to other Federal agencies maintaining debt servicing centers, in connection with overdue debts, in order to participate in the Treasury Offset Program as required by the Debt Collection Improvement Act, Pub. L. 104-134, Section 31001.
4. Disclosure of the name, home address, and information concerning default on loan repayment when the default involves a security interest in tribal allotted or trust land. Pursuant to the Cranston-Gonzales National Affordable Housing Act of 1990 (42 U.S.C. 12701 et seq.), liquidation may be pursued only after offering to transfer the account to an eligible tribal member, the tribe, or the Indian Housing Authority serving the tribe(s).
5. Referral of names, home addresses, social security numbers, and financial information to a collection or servicing contractor, financial institution, or a local, State, or Federal agency, when Rural Development determines such referral is appropriate for servicing or collecting the borrower's account or as provided for in contracts with servicing or collection agencies.
6. It shall be a routine use of the records in this system of records to disclose them in a proceeding before a court or adjudicative body, when: (a) the agency or any component thereof; or (b) any employee of the agency in his or her official capacity; or (c) any employee of the agency in his or her individual capacity where the agency has agreed to represent the employee; or (d) the United States is a party to litigation or has an interest in such litigation, and by careful review, the agency determines that the records are both relevant and necessary to the litigation, provided; however, that in each case, the agency determines that disclosure of the records is a use of the information contained in the records that is compatible with the purpose for which the agency collected the records.
7. Referral of names, home addresses, and financial information for selected borrowers to financial consultants, advisors, lending institutions, packagers, agents and private or commercial credit sources, when Rural Development determines such referral is appropriate to encourage the borrower to refinance the Rural Development indebtedness as required by title V of the Housing Act of 1949, as amended (42 U.S.C. 1471), or to assist the borrower in the sale of the property.
8. Referral of legally enforceable debts to the Department of the Treasury, Internal Revenue Service (IRS), to be offset against any tax refund that may become due the debtor for the tax year in which the referral is made, in accordance with the IRS regulations at 26 C.F.R. 301.6402-6T, Offset of Past Due Legally Enforceable Debt Against Overpayment, and under the authority contained in 31 U.S.C. 3720A.
9. Referral of information regarding indebtedness to the Defense Manpower Data Center, Department of Defense, and the United States Postal Service for the purpose of conducting computer matching programs to identify and locate individuals receiving Federal salary or benefit payments and who are delinquent in their repayment of debts owed to the U.S. Government under certain programs administered by Rural Development in order to collect debts under the provisions of the Debt Collection Act of 1982 (5 U.S.C. 5514) by voluntary repayment, administrative or salary off set procedures, or by collection agencies.
10. Referral of names, home addresses, and financial information to lending institutions when Rural Development determines the individual may be financially capable of qualifying for credit with or without a guarantee.
11. Disclosure of names, home addresses, social security numbers, and financial information to lending institutions that have a lien against the same property as Rural Development for the purpose of the collection of the debt. These loans can be under the direct and guaranteed loan programs.
12. Referral to private attorneys under contract with either Rural Development or with the Department of Justice for the purpose of foreclosure and possession actions and collection of past due accounts in connection with Rural Development.
13. It shall be a routine use of the records in this system of records to disclose them to the Department of Justice when: (a) The agency or any component thereof; or (b) any employee of the agency in his or her official capacity where the Department of Justice has agreed to represent the employee; or (c) the United States government, is a party to litigation or has an interest in such litigation, and by careful review, the agency determines that the records are both relevant and necessary to the litigation and the use of such records by the Department of Justice is therefore deemed by the agency to be for a purpose that is compatible with the purpose for which the agency collected the records.

## NOTICE TO APPLICANT REGARDING PRIVACY ACT INFORMATION - CONTINUED

14. Referral of names, home addresses, social security numbers, and financial information to the Department of Housing and Urban Development (HUD) as a record of location utilized by Federal agencies for an automatic credit prescreening system.
15. Referral of names, home addresses, social security numbers, and financial information to the Department of Labor, State Wage Information Collection Agencies, and other Federal, State, and local agencies, as well as those responsible for verifying information furnished to qualify for Federal benefits, to conduct wage and benefit matching through manual and/or automated means, for the purpose of determining compliance with Federal regulations and appropriate servicing actions against those not entitled to program benefits, including possible recovery of improper benefits.
16. Referral of names, home addresses, and financial information to financial consultants, advisors, or underwriters, when Rural Development determines such referral is appropriate for developing packaging and marketing strategies involving the sale of Rural Development loan assets.
17. Rural Development, in accordance with 31 U.S.C. 3711(e)(5), will provide to consumer reporting agencies or commercial reporting agencies information from this system indicating that an individual is responsible for a claim that is current.
18. Referral of names, home and work addresses, home telephone numbers, social security numbers, and financial information to escrow agents (which also could include attorneys and title companies) selected by the applicant or borrower for the purpose of closing the loan.
19. Disclosures pursuant to 5 U.S.C. 552a(b)(12): Disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) or the Federal Claims Collection Act (31 U.S.C. 3701(a)(3)).

## Instructions for RD1910-0005

### **REQUEST FOR VERIFICATION OF EMPLOYMENT**

**LENDER, LOCAL PROCESSING AGENCY (LPA), AND LOAN PACKAGER:** Complete items 1 through 7. Have the applicant complete item 8 and sign. Forward the completed form directly to the employer named in item 1.

**CONTRACTOR:** Complete items 1 through 7. Have applicant or borrower complete item 8 and sign. Forward the completed form directly to the USDA or lender office identified in item 2.

**EMPLOYER/PROVIDER:** Complete either parts II and IV or parts III and IV. Return form directly to the office identified in item 2 of Part I.

Features for transmitting the form electronically are available to those customers with access credentials only. If you would like to establish online access credentials with USDA, follow the instructions provided at the USDA eForms web site.

#### **PART I - REQUEST**

<b>Fld Name / Item No.</b>	<b>Instruction</b>
1	Enter the name and Address of Employer
2	Enter Name and Address of Lender or Local Processing Agency. This item must be completed before sending to employer.
3	(Signature of Lender, Official of LPA, USDA Official/USDA Loan Packager or Government contractor)
4	Title of lender official of LPA, USDA official, MFH project manager, or USDA loan packager.
5	Date
6	HUD/FHA/CPD, VA or USDA no.
7	Name and address of applicant
8	Taxpayer's identification no. Or social security no.
	Signature of applicant

#### **PART II - VERIFICATION OF PRESENT EMPLOYMENT/INCOME**

<b>Fld Name / Item No.</b>	<b>Instruction</b>
9	Applicants date of employment
10	Present position
11	Probability of continued employment
12	If overtime or bonus is applicable is its continuance likely?
13	REMARKS (If paid hourly, please indicate average hours worked each week during current and past year)
14	Dates of employment
14a	Number of hours worked per week
14b	Anticipated increase or decrease in salary in next 12 months
14c	Anticipated overtime hours to be worked in next 12 months

***PART III - VERIFICATION OF PREVIOUS EMPLOYMENT***

<b>Fld Name / Item No.</b>	<b>Instruction</b>
15	Print your name and your phone number
16	Enter your SALARY/WAGE at termination per Year, Month, or Week and By Base Pay, Overtime, Commissions, and Bonus.
17	Enter your reasons for leaving.
18	Enter the title of the position that you held.

***PART IV***

<b>Fld Name / Item No.</b>	<b>Instruction</b>
19	Signature

20	Enter the Title of employer
21	Enter the date the form is completed.

<https://formsadmin.sc.egov.usda.gov/eFormsAdmin/instruction?FileType=RevisionInstruct...> 3/17/2021



**Certification Regarding Debarment, Suspension, and Other Responsibility Matters  
 Primary Covered Transactions**

*The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 CFR § 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.*

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal or civil fraud, privacy, and other statutes may be applicable to the information provided.*

***(Read instructions on page two before completing certification.)***

- A. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
1. Are not presently debarred, suspended, or proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  2. Have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (A.2.) of this certification; and
  4. Have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- B. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME	PR/AWARD NUMBER OR PROJECT NAME
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)	
SIGNATURE	DATE

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

### *Instructions for Certification*

- (1) By signing and submitting this form, the prospective primary participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant must submit an explanation of why it cannot provide the certification set out on this form. The certification or explanation will be considered in connection with the Department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation will disqualify such person from participation in this transaction.
- (3) The certification in this clause is a material representation of fact upon which reliance was placed when the Department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department or agency may terminate this transaction for cause or default.
- (4) The prospective primary participant must provide immediate written notice to the Department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (5) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 CFR Parts 180 and 417. You may contact the Department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (6) The prospective primary participant agrees by submitting this form that, should the proposed covered transaction be entered into, it may not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency entering into this transaction.
- (7) The prospective primary participant further agrees by submitting this form that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by the Department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (8) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the General Services Administration's System for Award Management Exclusions database.
- (9) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (10) Except for transactions authorized under paragraph (6) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department or agency may terminate this transaction for cause or default.